



TOBAGO HOUSE OF ASSEMBLY

JOB DESCRIPTION

CONTRACTUAL POSITION

JOB TITLE:	FACILITIES OFFICER
-------------------	---------------------------

JOB SUMMARY:

The incumbent is required to assist in developing and implementing a facilities and equipment maintenance and upgrade programme for a Ministry/Department. Duties include inspecting facilities and equipment for deficiencies; assisting in property acquisitions; preparing scopes of work and cost estimate; space planning and utilization; assisting in preparing tenders; monitoring contractors performing maintenance and repair services and preparing reports on facilities management activities.

REPORT TO:	Senior facilities Officer or Designated Officer
-------------------	---

SUPERVISION GIVEN TO:	Facilities Technician
------------------------------	-----------------------

DUTIES AND RESPONSIBILITIES:

- Performs facilities and equipment inspections to ensure optimal functioning and report deficiencies identified to management in order to facilitate corrective action.
- Assists with the development and implementation of facilities and equipment maintenance schedule, health and safety policies, guidelines and procedures.
- Engages in property acquisition and compliance activities, also assists with the preparation, negotiation and review of leases and rental agreements for maintenance and upkeep of property.
- Prepares budget proposals, scopes of work and cost estimates for projects related to maintenance, repairs, improvements, upgrades and modifications of facilities and equipment.
- Plans utilisation of space and facilities consistent with the requirements of organisational efficiency
- Assists in the management of a disaster recovery programme and in the provision of facilities security, electronic loss prevention, fire and life safety-related services.
- Assists in the preparation of tender documents and contract speculations in respect of contracted services for facilities and equipment maintenance, repair and upgrades.
- Monitors contracts performing contracted services related to the maintenance, repair and upgrades to ensure work is complete according to specifications.
- Assists in developing and maintaining an efficient and up-to-date facilities management information database.

- Prepares or assists in the preparation of Cabinet Notes, reports, correspondence and other official documents related to facilities management.
- Performs other related duties as may be required.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE:

- Knowledge of the methods, materials and equipment used in the preventative maintenance and repair of facilities and equipment.
- Knowledge of the principles and practices of Facilities Management.
- Knowledge of building, construction and maintenance work, codes and standards.
- Knowledge of Occupational Safety and Health Act.
- Knowledge in project management principles and practices.
- Some knowledge of the principles of office space planning and utilisation.

SKILLS AND ABILITIES:

- Skill in the use of personal computers.
- Ability to conduct inspections of facilities and equipment and identify deficiencies.
- Ability to develop and implement facilities and equipment maintenance schedules.
- Proficiency in Microsoft Office and Microsoft Project.
- Ability to prepare estimates, specification and budget for facilities maintenance repair and upgrade projects.
- Ability to effectively communicate both orally and in writing.
- Ability to establish and maintain effective working relationships with fellow employees and members of the public.
- Ability to prepare reports and other documents and to maintain records.

MINIMUM EXPERIENCE AND TRAINING:

- Minimum of two (2) years' experience in facilities management.
- Training as evidenced by the possession of a recognised Bachelor's degree in Civil/Structural/Constructional/Electrical Engineering or a related discipline or in Management or related discipline from a recognised institution.

OR

- Minimum of four (4) year' experience in facilities management.
- Training as evidenced by the possession of a Technician's Diploma or its equivalent in Civil/Structural/Mechanical/Electrical Engineering or a related discipline or Certification in Facilities Management/Management or related discipline from a recognised institution

