



## **TOBAGO HOUSE OF ASSEMBLY**

### **JOB DESCRIPTION**

#### **CONTRACTUAL POSITION**

<b>JOB TITLE:</b>	<b>FACILITIES MANAGER</b>
<b>JOB SUMMARY:</b>	
<p>The incumbent is required to manage and direct the provision of facilities management services in a large Ministry/Department ensuring regulatory compliance and a safe and functional work environment for employees and clients. Duties include directing and co-ordinating staff performing facilities management work; developing and implementing a preventative maintenance programme facilities management policies, procedures and guidelines; advising on facilities management matters; making recommendations for implementing facilities upgrades and construction; developing budget proposals; preparing tender documents and supervising contractors providing contracted services related to facilities management.</p>	
<b>REPORT TO:</b>	Permanent Secretary
<b>SUPERVISION GIVEN TO:</b>	Staff of the Facilities Management Unit
<b>DUTIES AND RESPONSIBILITIES:</b>	
<ul style="list-style-type: none"><li>Plans, organizes, directs and co-ordinates the work of staff engaged in the provision of facilities management services in the Ministry/Department.</li><li>Develops and implements a programme for the ongoing and preventative maintenance and the operations of all building facilities, grounds, equipment and mechanical/electrical systems.</li><li>Directs the development of and manages the implementation of facilities upgrades, remodelling, construction, relocation and other related projects.</li></ul>	

- Advises on all matters relating to or adversely affecting the functional integrity of the buildings, equipment and facilities service of the Ministry/Department and recommends remedial measures.
- Makes recommendations regarding building structures, alterations, additions to equipment, fixtures and other such charges as required to maintain optimal décor and function of the facilities.
- Directs and co-ordinates the planning and acquisition of accommodation and the utilisation of space and facilities consistent with the requirements of organisational efficiency.
- Ensures that all facilities are in compliance with the Occupational Safety and Health Act (OSHA) and proper systems for the security of all facilities and occupants are in place; also develops health and safety policies, guidelines and procedures.
- Coordinates all projects and provides overall supervision to contractors engaged in performing work related to repair, maintenance and upgrades to buildings, grounds, equipment and other systems.
- Develops and submits budget proposals in respect of the provision of facilities management services for inclusion in draft estimates; also prepare scopes of work and cost estimates for contracted services related to facilities management.
- Directs and oversees the development and preparation of tender documents and contract specifications for facilities management contracted services.
- Performs periodic inspections of all facilities, equipment and systems to ensure optimal functioning.
- Prepares and/or direct the preparation of Cabinet Notes, reports, correspondence and other documents pertinent to facilities management.
- Represents the Ministry/Department on committees, meetings and other fora on facilities management and related matters.
- Performs related duties' as may be required.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

##### **KNOWLEDGE:**

- Extensive knowledge of the principles and techniques of Facilities Management.
- Extensive knowledge of building construction and maintenance work, codes and standards.
- Extensive knowledge of the methods, materials and equipment uses in upgrades, preventative maintenance and repair of facilities and equipment.
- Considerable knowledge of the OSHA as it pertains to facilities management.

	<ul style="list-style-type: none"> <li>• Considerable knowledge of project management principles and techniques.</li> <li>• Considerable knowledge of the principles of space planning and utilisations.</li> <li>• Considerable knowledge of the procedures involved in budget preparation, work scope development and cost estimation for contracted services and public service procurement.</li> </ul>
<b>SKILLS AND ABILITIES:</b>	<ul style="list-style-type: none"> <li>• Skill in the use of personal computers.</li> <li>• Proficiency in the use of Microsoft Office and Microsoft Project.</li> <li>• Ability to use e-government technology platforms.</li> <li>• Ability to develop and implement a preventative maintenance programme for building, facilities, equipment and systems.</li> <li>• Ability to plan, direct and coordinate the work of staff performing facilities management duties.</li> <li>• Ability to prepare budget proposals, scopes of work and cost estimates related to the provision of facilities management services.</li> <li>• Ability to communicate effectively both orally and in writing; and to prepare comprehensive reports, briefs and other documents on facilities management matters.</li> <li>• Abilities to establish and maintain effective working relationships with associates, other public service employees and members of the public.</li> </ul>
<b>MINIMUM EXPERIENCE AND TRAINING:</b>	
<ul style="list-style-type: none"> <li>▪ Minimum of eight (8) years' experience performing facilities management duties, including at least four (4) years at a managerial/supervisory level.</li> <li>▪ Training as evidence by the possession of a Bachelor's Degree in Civil/Structural/Mechanical/Electrical Engineering or a related discipline or in Management or related discipline from a recognised institution.</li> </ul> <p style="text-align: center;"><b><u>OR</u></b></p> <ul style="list-style-type: none"> <li>▪ Minimum ten (10) years' experience performing facilities management duties, including at least six (6) years at a managerial/supervisory level.</li> <li>▪ Training as evidenced by the possession of a Technician's Diploma or equivalent in Civil/Structural/Mechanical/Electrical Engineering or Certification in Facilities Management/Management or in a related field.</li> </ul>	