



TOBAGO HOUSE OF ASSEMBLY

JOB DESCRIPTION

CONTRACTUAL POSITION

JOB TITLE:	FACILITIES TECHNICIAN
JOB SUMMARY:	
<p>The incumbent is required to make inspections of facilities and equipment to ensure optimal functioning and to perform basic maintenance and repair work. Duties include monitoring contractors/vendors performing contracted services; assisting in identifying health and safety hazards and monitoring the use of facilities and equipment, preparing specifications and estimates; and keeping appropriate records.</p>	
REPORT TO:	Facilities Officer or Designated Officer
SUPERVISION GIVEN TO:	
DUTIES AND RESPONSIBILITIES:	
<ul style="list-style-type: none">• Make periodic visual inspections of buildings/facilities and equipment to ensure optimal functioning and reports deficiencies to management.• Troubleshoots, diagnose and resolves equipment issues, makes necessary repairs, arranges for repairs to be effected or advised management to facilitate corrective action.• Performs basic maintenance and repairs involving areas such as electrical, carpentry, plumbing and air conditioning.• Monitors the performance of contractors and vendors engaged in providing contracted services to ensure work is completed according to specifications.• Prepare specifications of purchase of equipment; also prepares estimates regarding the provision of contracted services.• Assists in identifying health and safety hazards and with implementing and ensuring compliance with applicable usage policies and standards.• Provides information to be used in costing and budgetary exercises.• Provides support with space planning, furniture and equipment acquisition.	

- Keeps records and other relevant documentation in respect of all purchases and equipment installed; also assists with the establishment of a facilities management database.
- Prepare reports on matters related to facilities management as required.
- Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

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- Knowledge of preventative maintenance pertinent to mechanical equipment electrical equipment, air-conditioning systems, plumbing and general construction.
- Knowledge of equipment and tools used in preventative maintenance and repair.
- Knowledge of the Occupational Safety and Health Act.
- Some knowledge of facilities management.

SKILLS AND ABILITIES:

- Ability to prepare specifications and estimates pertinent to facilities and equipment maintenance and repairs.
- Ability to use/operate equipment and tools used in preventative maintenance and repair.
- Proficiency in the use of Microsoft Office and Microsoft Project.
- Skill in use of personal computers.
- Ability to prepare and maintain records and reports.
- Ability to proactively identify and resolve maintenance issues, and defects in facilities and equipment.
- Ability to communicate effectively, both orally and in writing.
- Ability to establish and maintain effective working relationships with fellow employees and members of the public.

MINIMUM EXPERIENCE AND TRAINING:

- Minimum of two (2) years' experience performing facilities/equipment maintenance and repair work.
- Training as evidenced by the possession of a Technician's Diploma or the equivalent in Civil/Structural/Mechanical/Electrical Engineering or a related discipline from a recognised institution.