



TOBAGO HOUSE OF ASSEMBLY

JOB DESCRIPTION

CONTRACTUAL POSITION

JOB TITLE:	SENIOR FACILITIES OFFICER
JOB SUMMARY:	
<p>The incumbent is required to assist in managing the provision of facilities management services in a large Ministry/Department ensuring regulatory compliance and a safe and functional work environment for employees and client; or manages and supervises the provision of such services in a small/medium Ministry-Department. Duties include supervising staff performing facilities management duties; assisting in or developing and implementing a preventative maintenance programme, facilities management policies, procedures and guidelines; contributing to or providing advice on facilities management matters; assisting in or making recommendations for and implementing facilities upgrades and construction; assisting in or developing budget proposals; preparing tender documents and supervising contractors providing contracted services related to facilities management. Dependent on work assignment, the incumbent will be required to perform the duties relevant to that assignment.</p>	
REPORT TO:	Facilities Manager
SUPERVISION GIVEN TO:	Facilities Officer; Facilities Technician
DUTIES AND RESPONSIBILITIES:	
<ul style="list-style-type: none">Assists in or plans, organizes and supervises the work of staff engaged in the provision of facilities management services.Assists in or develops and implements a programme for the ongoing preventative maintenance and operations of building structures, grounds, equipment and mechanical/electrical systems.Supervises the development and implementation of facilities upgrades, remodelling, construction, relocation and other related projects.Contributes to or provides advice on matters pertinent to or adversely affecting the functional integrity of buildings, equipment and facilities service of the Ministry/Department and recommends remedial measures.	

- Assists in or makes recommendations regarding building structures, alterations, additions to equipment fixtures and other changes as required to maintain optimal décor and functions of the Ministry/Department's facilities.
- Supervises and co-ordinates the planning and acquisition of accommodation and the utilisation of space and facilities consistent with the requirement of organisational efficiency.
- Assists in or ensures that all facilities are in compliance with the Occupational Safety and Health act (OSHA) and proper systems for security of all facilities and occupants are in place.
- Supervises and monitors contractors engaged in performing services related to repair, maintenance and upgrade of buildings, grounds, equipment and other systems.
- Assists in or develops budget proposals related to the provision of facilities management services for inclusion in draft estimates; also prepares cost estimates and scope of works for contracted services related to facilities management.
- Supervises the 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 supervises the preparation of Cabinet Notes, reports, correspondence and other documents pertinent to facilities management.
- Represents the Ministry/department on committees, meeting and other fora.
- Performs other related duties as may be required.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE:

- Considerable knowledge of the principles and techniques of Facilities Management.
- Considerable knowledge of building construction and maintenance work, codes and standards.
- Considerable knowledge of the methods, materials and equipment used in upgrades, preventative maintenance and repair of facilities and equipment.
- Considerable knowledge of Occupational Safety and Health Act as it pertains to facilities management.
- Considerable knowledge of project management principles and techniques.
- Knowledge of the principles of space planning and utilisation.
- Knowledge of the budget preparation, work scope development, cost estimation and public service procurement procedures and techniques.
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SKILLS AND ABILITIES:

- Skill in the use of personal computers.
- Proficiency in the use of Microsoft Office and Microsoft Project.
- Ability to use e-Government technology platforms.
- Ability to supervise and coordinate the work of staff performing facilities management duties.
- Ability to develop and implement a preventative maintenance programme for building facilities, equipment and systems.
- Ability to prepare budget proposals, work scopes and cost estimates related to the provision of facilities management services.

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| | <ul style="list-style-type: none">• Ability to communicate effectively both orally and in writing; and to prepare comprehensive reports, briefs and other documents on facilities management matters.• Ability to establish and maintain efficient working relationships with associates, other Public Service employees and members of the public. |
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MINIMUM EXPERIENCE AND TRAINING:

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| <ul style="list-style-type: none">▪ Minimum of six (6) years' experience performing facilities management duties.▪ Training as evidenced 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. |
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OR

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| <ul style="list-style-type: none">▪ Minimum of eight (8) year' experience performing facilities management duties.▪ 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. |
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