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| Description: Description: http://4.bp.blogspot.com/-9id1conkx_k/TlAA2rdsPVI/AAAAAAAAAGM/qYekwzdsBgY/s1600/Coattrinidadtobago.jpg  Government of Trinidad and Tobago  **JOB DESCRIPTION**  **CONTRACTUAL POSITION** | | |
| **Job Title: FACILITIES TECHNICIAN** | | |
| **Job Summary:** | | |
| 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. | | |
| **Reports to:** | | Facilities Manager or Designated Officer |
| **Supervision given to:** | |  |
| **Duties and Responsibilities:** | | |
| * Makes periodic visual inspections of buildings/facilities and equipment to ensure optimal functioning and reports deficiencies to management. * Troubleshoots, diagnoses and resolves equipment issues, makes necessary repairs, arranges for repairs to be effected or advises 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. * Prepares specifications for 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. * Prepares reports on matters related to facilities management as required. * Performs other related duties as required. | | |
| **Knowledge, Skills and Abilities:** | | |
| **Knowledge:** | * Knowledge of preventative maintenance 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 repair. * 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 possession of a Certificate in Facilities Management or a Technician’s Diploma in Civil/Structural/Mechanical/Electric Engineering. | | |
| **REMUNERATION & ALLOWANCES** | | |
| **$8,200.00** (Monthly Salary)  **$1,500.00** (Monthly Transport Allowance) | | |