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| Description: Description: http://4.bp.blogspot.com/-9id1conkx_k/TlAA2rdsPVI/AAAAAAAAAGM/qYekwzdsBgY/s1600/Coattrinidadtobago.jpgGovernment 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.
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| **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.
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| **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.
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| **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.
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| **REMUNERATION & ALLOWANCES** |
| **$8,200.00** (Monthly Salary)**$1,500.00** (Monthly Transport Allowance) |