

Ref #: B01/FM (R)



Government of Trinidad and Tobago

JOB DESCRIPTION **CONTRACTUAL POSITION**

JOB TITLE: FACILITIES MANAGER

JOB SUMMARY:

The incumbent is required to manage and direct the provision of facilities management services at the Elections and Boundaries Commission ("the 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.

REPORTS TO:

Designated Officer

SUPERVISION GIVEN TO:

Staff of the Facilities Management Unit

DUTIES AND RESPONSIBILITIES:

- Plans, organizes, directs and co-ordinates the work of staff engaged in the provision of facilities management services in the Department.
- Develops and implements a programme for the ongoing and preventative maintenance and the operations of all building facilities, grounds, equipment and mechanical/electrical systems.
- Directs the development of and manages the implementation of facilities upgrades, remodelling, construction, relocation and other related projects.
- Advises on all matters relating to or adversely affecting the functional integrity of the buildings, equipment and facilities services of the 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 directs the preparation of Cabinet Notes, reports, correspondence and other documents pertinent to facilities management.

<ul style="list-style-type: none"> ▪ Represents the 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:	<ul style="list-style-type: none"> ▪ 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 used in upgrades, preventative maintenance and repair of facilities and equipment. ▪ Considerable knowledge of the OSHA as it pertains to facilities management. ▪ Considerable knowledge of project management principles and techniques. ▪ Considerable knowledge of the principles of space planning and utilisation. ▪ Considerable knowledge of the procedures involved in budget preparation, work scope development and cost estimation for contracted services and public service procurement.
SKILLS AND ABILITIES:	<ul style="list-style-type: none"> ▪ 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 develop and implement a preventative maintenance programme for building, facilities, equipment and systems. ▪ Ability to plan, direct and coordinate the work of staff performing facilities management duties. ▪ Ability to prepare budget proposals, scopes of work and cost estimates related to the provision of facilities management services. ▪ 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 effective working relationships with associates, other public service employees and members of the public.
MINIMUM EXPERIENCE AND TRAINING:	
<ul style="list-style-type: none"> ▪ Minimum of eight (8) years' experience performing facilities management duties, including at least four (4) years at a managerial/supervisory level. ▪ Training as evidenced by the possession of a Bachelor's Degree in Facilities Management; or Civil/Structural/Mechanical/Electrical Engineering supplemented by certification in Facilities Management. 	