|  |  |  |  |
| --- | --- | --- | --- |
| **Ref #: B01/FM (R)** |  | | |
| 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 MANAGER** | | | |
| **JOB SUMMARY:** | | | |
| The incumbent is required to manage and direct the provision of facilities management services in a large Ministry/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:** | | | Permanent Secretary or 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 Ministry/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 Ministry/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. * Represents the Ministry/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:** | | * 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:** | | * 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:** | | | |
| * 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. | | | |