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| **Ref #: B01/FM (R)** |  |
| http://4.bp.blogspot.com/-9id1conkx_k/TlAA2rdsPVI/AAAAAAAAAGM/qYekwzdsBgY/s1600/Coattrinidadtobago.jpgGovernment 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.
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| **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.
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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 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.
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| **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.
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