



# 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.

<b>SKILLS AND ABILITIES:</b>	<ul style="list-style-type: none"> <li>▪ Ability to prepare specifications and estimates pertinent to facilities and equipment maintenance and repair.</li> <li>▪ Ability to use/operate equipment and tools used in preventative maintenance and repair.</li> <li>▪ Proficiency in the use of Microsoft Office and Microsoft Project.</li> <li>▪ Skill in use of personal computers.</li> <li>▪ Ability to prepare and maintain records and reports.</li> <li>▪ Ability to proactively identify and resolve maintenance issues, and defects in facilities and equipment.</li> <li>▪ Ability to communicate effectively, both orally and in writing.</li> <li>▪ Ability to establish and maintain effective working relationships with fellow employees and members of the public.</li> </ul>
<b>MINIMUM EXPERIENCE AND TRAINING:</b>	
<ul style="list-style-type: none"> <li>▪ Minimum of two (2) years' experience performing facilities/equipment maintenance and repair work.</li> <li>▪ Training as evidenced by possession of a Certificate in Facilities Management or a Technician's Diploma in Civil/Structural/Mechanical/Electric Engineering.</li> </ul>	
<b>REMUNERATION &amp; ALLOWANCES</b>	
<p><b>\$8,200.00</b> (Monthly Salary)</p> <p><b>\$1,500.00</b> (Monthly Transport Allowance)</p>	