**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

**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 Civil/Structural/Mechanical/Electrical Engineering or a related discipline or in Management or related discipline from a recognised institution.
- OR
- Minimum ten (10) years’ experience performing facilities management duties, including at least six (6) years at a managerial/supervisory level.
- Training as evidenced by the possession of a Technician’s Diploma or equivalent in Civil/Structural/Mechanical/Electrical Engineering or Certification in Facilities Management/Management or in a related field.
Government of Trinidad and Tobago

JOB DESCRIPTION
CONTRACTUAL POSITION

JOB TITLE: FACILITIES OFFICER

JOB SUMMARY:
The incumbent is required to assist in developing and implementing a facilities and equipment maintenance and upgrade programme for a Ministry/Department. Duties include inspecting facilities and equipment for deficiencies; assisting in property acquisitions; preparing scopes of work and cost estimates; space planning and utilisation; assisting in preparing tenders; monitoring contractors performing maintenance and repair services and preparing reports on facilities management activities.

REPORTS TO: Senior Facilities Officer or Designated Officer

SUPERVISION GIVEN TO: Facilities Technician

DUTIES AND RESPONSIBILITIES:

- Performs facilities and equipment inspections to ensure optimal functioning and report deficiencies identified to management in order to facilitate corrective action.
- Assists with the development and implementation of facilities and equipment maintenance schedule, health and safety policies, guidelines and procedures.
- Engages in property acquisition and compliance activities, also assists with the preparation, negotiation and review of leases and rental agreements for maintenance and upkeep of property.
- Prepares budget proposals, scopes of work and cost estimates for projects related to maintenance, repairs, improvements, upgrades and modifications of facilities and equipment.
- Plans utilisation of space and facilities consistent with the requirements of organisational efficiency.
- Assists in the management of a disaster recovery programme and in the provision of facilities security, electronic loss prevention, fire and life safety-related services.
- Assists in the preparation of tender documents and contract speculations in respect of contracted services for facilities and equipment maintenance, repair and upgrades.
- Monitors contracts performing contracted services related to the maintenance, repair and upgrades to ensure work is completed according to specifications.
- Assists in developing and maintaining an efficient and up-to-date facilities management information database.
- Prepares or assists in the preparation of Cabinet Notes, reports, correspondence and other official documents related to facilities management.
- Performs other related duties as may be required.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE:

- Knowledge of the methods, materials and equipment used in the preventative maintenance and repair of facilities and equipment.
- Knowledge of the principles and practices of Facilities Management.
Knowledge of building, construction and maintenance work, codes and standards.
Knowledge of Occupational Safety and Health Act.
Knowledge in project management principles and practices.
Some knowledge of the principles of office space planning and utilisation.

**SKILLS AND ABILITIES:**
- Skill in the use of personal computers.
- Ability to conduct inspections of facilities and equipment and identify deficiencies.
- Ability to develop and implement facilities and equipment maintenance schedules.
- Proficiency in Microsoft Office and Microsoft Project.
- Ability to prepare estimates, specifications and budget for facilities maintenance repair and upgrade projects.
- Ability to effectively communicate both orally and in writing.
- Ability to establish and maintain effective working relationships with fellow employees and members of the public.
- Ability to prepare reports and other documents and to maintain records.

**MINIMUM EXPERIENCE AND TRAINING:**
- Minimum of two (2) years’ experience in facilities management.
- Training as evidenced by the possession of a recognised Bachelor’s degree in Civil/Structural/Constructional/Electrical Engineering or a related discipline or in Management or related discipline from a recognised institution.
- OR
- Minimum of four (4) years’ experience in facilities management.
- Training as evidenced by the possession of a Technician’s Diploma or its equivalent in Civil/Structural/Mechanical/Electrical Engineering or a related discipline or Certification in Facilities Management/Management or related discipline from a recognised institution.
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 Officer 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 pertinent 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.

SKILLS:

ABILITIES:

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<thead>
<tr>
<th>SKILLS AND ABILITIES:</th>
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<tr>
<td>▪ Ability to prepare specifications and estimates pertinent to facilities and equipment maintenance and repair.</td>
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<td>▪ Ability to use/operate equipment and tools used in preventative maintenance and repair.</td>
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<td>▪ Proficiency in the use of Microsoft Office and Microsoft Project.</td>
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<tr>
<td>▪ Skill in use of personal computers.</td>
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<tr>
<td>▪ Ability to prepare and maintain records and reports.</td>
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<td>▪ Ability to proactively identify and resolve maintenance issues, and defects in facilities and equipment.</td>
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<td>▪ Ability to communicate effectively, both orally and in writing.</td>
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<td>▪ Ability to establish and maintain effective working relationships with fellow employees and members of the public.</td>
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<th>MINIMUM EXPERIENCE AND TRAINING:</th>
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<td>▪ Minimum of two (2) years’ experience performing facilities/equipment maintenance and repair work.</td>
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<td>▪ Training as evidenced by possession of a Technician’s Diploma or the equivalent in Civil/Structural/Mechanical/Electric Engineering or related discipline from a recognised institution.</td>
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Government of Trinidad and Tobago

JOB DESCRIPTION
CONTRACTUAL POSITION

JOB TITLE: SENIOR FACILITIES OFFICER

JOB SUMMARY:
The incumbent is required to assist in managing 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; or manages and supervises the provision of such services in a small/medium Ministry/Department. Duties include supervising staff performing facilities management duties; assisting in or developing and implementing a preventative maintenance programme, facilities management policies, procedures and guidelines; contributing to or providing advice on facilities management matters; assisting in or making recommendations for and implementing facilities upgrades and construction; assisting in or developing budget proposals; preparing tender documents and supervising contractors providing contracted services related to facilities management. Dependent on work assignment, the incumbent will be required to perform the duties relevant to that assignment.

REPORTS TO: Facilities Manager

SUPERVISION GIVEN TO: Facilities Officer; Facilities Technician

DUTIES AND RESPONSIBILITIES:
- Assists in or plans, organizes and supervises the work of staff engaged in the provision of facilities management services.
- Assists in or develops and implements a programme for the ongoing preventative maintenance and operations of building structures, grounds, equipment and mechanical/electrical systems.
- Supervises the development and implementation of facilities upgrades, remodeling, construction, relocation and other related projects.
- Contributes to or provides advice on matters pertinent to or adversely affecting the functional integrity of buildings, equipment and facilities services of the Ministry/Department and recommends remedial measures.
- Assists in or makes recommendations regarding building structures, alterations, additions to equipment, fixtures and other changes as required to maintain optimal décor and functions of the Ministry/Department’s facilities.
- Supervises and co-ordinates the planning and acquisition of accommodation and the utilisation of space and facilities consistent with the requirements of organisational efficiency.
- Assists in or ensures that all facilities are in compliance with the Occupational Safety and Health Act (OSHA) and proper systems for security of all facilities and occupants are in place.
- Supervises and monitors contractors engaged in performing services related to repair, maintenance and upgrade of buildings, grounds, equipment and other systems.
- Assists in or develops budget proposals related to the provision of facilities management services for inclusion in draft estimates; also prepares cost estimates and scope of works for contracted services related
to facilities management.

- Supervises the 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 supervises the preparation of Cabinet Notes, reports, correspondence and other documents pertinent to facilities management.
- Represents the Ministry/Department on committees, meeting and other fora.
- Performs other related duties as may be required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

**KNOWLEDGE:**

- Considerable knowledge of the principles and techniques of Facilities Management.
- Considerable knowledge of building construction and maintenance work, codes and standards.
- Considerable knowledge of the methods, materials and equipment used in upgrades, preventative maintenance and repair of facilities and equipment.
- Considerable knowledge of Occupational Safety and Health Act as it pertains to facilities management.
- Considerable knowledge of project management principles and techniques.
- Knowledge of the principles of space planning and utilisation.
- Knowledge of the budget preparation, work scope development, cost estimation and public service procurement procedures and techniques.

**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 supervise and co-ordinate the work of staff performing facilities management duties.
- Ability to develop and implement a preventative maintenance programme for building facilities, equipment and systems.
- Ability to prepare budget proposals, work scopes 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 efficient working relationships with associates, other Public Service employees and members of the public.

**MINIMUM EXPERIENCE AND TRAINING:**

- Minimum of six (6) years’ experience performing facilities management duties.
- Training as evidenced by the possession of a Bachelor’s Degree in Civil/Structural/Mechanical/Electrical Engineering or a related discipline or in Management or related discipline from a recognised institution.

**OR**

- Minimum of eight (8) years’ experience performing facilities management duties.
- Training as evidenced by the possession of a Technician’s Diploma or equivalent in Civil/Structural/Mechanical/ Electrical Engineering or Certification in Facilities Management/Management or in a related field.