



**THE TRINIDAD & TOBAGO SOLID WASTE MANGEMENT COMPANY LIMITED**

**JOB DESCRIPTION  
FACILITIES MANAGER**

<b>Job Title:</b>	Facilities Manager	<b>Department:</b>	Property Maintenance (Facilities)
<b>Reports To:</b>	General Manager (GM) of QHSE	<b>Based At:</b>	All Locations

**Job Purpose :**

Responsible for the maintenance and upgrade services of all Company building and welfare facilities, infrastructures and grounds to ensure that they meet the needs of the organization and its employees at three levels of service: Preventative; Routine Maintenance; Repair and Maintenance and Upgrades.

**Key Accountabilities and Responsibilities**

- Prepares Operational Plans and Budgets for effective and efficient property maintenance and upgrades of SWMCOL’s building and facilities;
- Prepares and submits Monthly and Relevant Project Reports to the GM on set Key Performance Areas;
- Adheres to all Legislations, Relevant Regulation, Company Policies and Procedures and Best Practices in the execution of works to ensure they proceed safely; completion of Job Hazard Assessments.
- Ensure that the Departmental Monthly and Annual KPIs are attained.
- Manages and makes recommendations on service contracts and providers including parking and cleaning. To be done in collaboration with other management and department heads;
- Streamline associated repair costs and job execution.
- Oversees and ensure works are conducted safely according to scope, quality and budget so as not to adversely affect / pose disruption to the daily operations of the Organisation.
- Ensure proper communication notices are sent to relevant stakeholder informing them on intended works and site arrangements.
- Promote communication as well as good relations between the maintenance team and other departments.
- As custodian of all site facilities it is important that the proper guidance is extended to the staff to promote good customer service and professional courtesy
- Prepares Processes, Procedures and other documents related to the operations and functionality of the Property Maintenance department.
- Responds to emergencies or urgent issues related to the facilities and as a member of the Emergency Management Team and the PM Department;
- Ensures that all facilities are cleaned, all utilities and infrastructure are safe and functional.
- Oversees and or assign suitable supervision of building projects, renovations or refurbishments and routine maintenance;
- Manage and leads the Property Maintenance Department, gives direction and co-ordinates resources and personnel to efficiently and effectively perform facilities management work.
- Develops a Training Plan for the Property Maintenance Department.
- Develop and implementing a preventative maintenance programme.
- Establishes Job Activity Schedules and priorities with time frames for Routine Maintenance and Project Upgrades.
- Establishes Job Schedules and priorities with time frames for the Maintenance Staff;



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- Conduct monthly inspection of all SWMCOL’s sites including the building and office areas and evaluate suitability for occupancy, considering such factors as air circulation, lightening, location and size;
- Assist on space assessments and allocation based on measurement of facilities to determine total square footage available for occupancy;
- Computes square footage available for each member of staff to determine whether minimum space restrictions can be met;
- Prepare Scope of Works, Drawing, Design Layouts, Specifications for Property Maintenance works.
- Responsible for overseeing the installation or repair of Electrical/HVAC System;
- Manages Property Maintenance Budget including monitoring inventory and expenses;
- Establishes standards, prepares annual performance plans, evaluates performance and reviews performance evaluations prepared by subordinate supervisors and takes the necessary disciplinary actions;
- Conduct Employees’ Performance Appraisal
- Any other duties as assigned by Management

**Qualification and/or Experience:**

**Critical:**

- Qualification in Facilities Management and or BSc in Civil Engineering or related field;
- PMP Certification would be an asset;
- Five (5) years experience in a similar work environment;
- Experience in conducting Facilities inspection;
- Any other equivalent combination of qualifications and experience.

**Important:**

- Technical knowledge of building, construction and maintenance work
- Knowledge of the methods and equipment used in maintenance and construction of buildings and related works
- Knowledge of QHSE
- Ability to negotiate with contractors in the building/electrical/maintenance field
- Ability to develop and maintain relationships with all stakeholders
- Ability to communicate orally and written
- Strong report writing skills
- Excellent organisational and planning skills
- Proficient in the use of MS Office Suite