


Ref #:	
 <h2 style="margin: 10px 0;">Government of Trinidad and Tobago</h2> <h3 style="margin: 5px 0;"><u>JOB DESCRIPTION</u></h3> <h3 style="margin: 5px 0;">CONTRACTUAL POSITION</h3>	
JOB TITLE: FACILITIES TECHNICIAN	
JOB SUMMARY:	
<p>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.</p>	
REPORTS TO:	Facilities Officer or Designated Officer
SUPERVISION GIVEN TO:	
DUTIES AND RESPONSIBILITIES:	
<ul style="list-style-type: none"> ▪ 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:	<ul style="list-style-type: none"> ▪ 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 AND ABILITIES:

- Ability to prepare specifications and estimates pertinent to facilities and equipment maintenance and repair.
- Ability to use/operate equipment and tools used in preventative maintenance and repair.
- Proficiency in the use of Microsoft Office and Microsoft Project.
- Skill in use of personal computers.
- Ability to prepare and maintain records and reports.
- Ability to proactively identify and resolve maintenance issues, and defects in facilities and equipment.
- Ability to communicate effectively, both orally and in writing.
- Ability to establish and maintain effective working relationships with fellow employees and members of the public.

MINIMUM EXPERIENCE AND TRAINING:

- Minimum of two (2) years' experience performing facilities/equipment maintenance and repair work.
- 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.