



TERMS OF REFERENCE

FACILITY OFFICER

The Contractor shall report to the Plant Engineer II or any other party designated by that Officer in connection with the performance of the duties under this Agreement and shall fulfil any other duties reasonably requested by the Authority and agreed to by the Contractor.

During the period of this Agreement, the Contractor shall ensure that the services performed pursuant to the requirements hereof shall conform to all applicable laws and regulations promulgated by the legally constituted Authorities of the government of Trinidad and Tobago.

Minimum Training and Experience

- ❑ Training as evidenced by the possession of a Bachelor's Degree in Facilities Management; or in Civil/Structural/Constructional/Electrical Engineering supplemented by certification in Facilities Management.
- ❑ Certification in Hospital Facilities Management would be considered an asset.
- ❑ A minimum of four (4) years' experience two of which should be in a hospital environment.

Tasks

The contractor shall work as part of the Facilities Management Team and provide technical expertise during the discharge of the following:

- ❑ Performs facilities and equipment inspections to ensure optimal functioning and report deficiencies identified to management in order to facilitate corrective action.
- ❑ Develops and implements facilities and equipment maintenance schedule, health and safety policies, guidelines and procedures at the Sangre Grande Hospital.
- ❑ Participates 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 utilization of space and facilities consistent with the requirements in keeping with international standards and codes.
- ❑ Assists in the management of a disaster recovery program 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.
- ❑ Develops and maintains or assists in developing and maintaining of an efficient and up-to-date facilities management information database.
- ❑ Prepares or assists in the preparation of reports, correspondence and other official documents related to facilities management.
- ❑ Assists in the preparation of tender documents and contract speculations in respect of contracted services for facilities and equipment maintenance, repair and upgrades.
- ❑ Assists in developing and maintaining an efficient and up-to-date facilities project management information database.
- ❑ Supervises contractors, consultants and project team.

Deliverables

The Contractor shall further provide:

- ❑ Monthly reports of the number of cases performed.
- ❑ A six (6)-months' summary of recommendations for future development of this service at the Sangre Hospital.
- ❑ Regular audits of the service as well as an annual report.
- ❑ Recommendations for consumables, equipment and other special requirements as needed on a case by case basis.