



THE EASTERN REGIONAL HEALTH AUTHORITY

POSITION DESCRIPTION

1. JOB TITLE FACILITY TECHNICIAN	2. DIVISION SANGRE GRANDE HOSPITAL	3. DEPARTMENT FACILITY MANAGEMENT
4. ORGANISATIONAL RELATIONSHIP The Facility Technician will report to the Facility Officer.	5. NATURE & SCOPE Responsible for making inspections of facilities and equipment to ensure optimal functioning same, 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.	
6. SPECIFIC ACCOUNTABILITIES The Facility Technician: <ul style="list-style-type: none">❑ Makes periodic visual inspections of buildings/facilities and equipment to ensure optimal functioning and reports deficiencies to management.❑ Performs preventative and corrective maintenance on the facility in accordance to maintenance schedules❑ Troubleshoots, diagnoses and resolves equipment issues, makes necessary repairs, arranges for repairs to be affected or advises management to facilitate corrective action.❑ Monitors and maintains an array of medical gas systems throughout the facility and alerts.❑ Monitors and maintains water usages to support hospital operations.❑ 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.❑ Assist in the preparation of bills of quantities and scope of works when required❑ Provides information to be used in costing and budgetary exercises.❑ Provides support with space planning, furniture and equipment acquisition in accordance to standards of operations.❑ 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 by the appropriate Authority		

7. KEY KNOWLEDGE, SKILLS AND ABILITIES

- ❑ 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.
- ❑ Knowledge of facilities management.
- ❑ Knowledge of laws, regulations, guidelines, and codes standards pertaining to operation, maintenance and repair to knowledge of medium and low voltage electrical installations and equipment in health institutions.
- ❑ Knowledge local and international electrical codes.
- ❑ Knowledge of engineering methods, materials, and tools used in the maintenance of electrical installations and equipment.
- ❑ 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.
- ❑ 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.

8. MINIMUM TRAINING AND EXPERIENCE

- ❑ Training as evidenced by the possession of a Certificate in Facilities Management or a Technician's Diploma in Civil/Structural/Mechanical/Electrical Engineering.
- ❑ Minimum of two (2) years' experience performing facilities/equipment maintenance and repair work.
- ❑ Any other combination of training and experience may be considered.

9. SUPERVISORY RESPONSIBILITIES

- ❑ Waste Water Treatment Plant Operator
- ❑ Maintenance Technicians – HVAC
- ❑ Maintenance Technician – Electrical
- ❑ Daily Paid Cadre of Staff

10. COMMUNICATION AND WORKING RELATIONSHIP

Internal:

- ❑ Facility Management Staff
- ❑ Biomedical Engineering Staff
- ❑ Administrative Staff
- ❑ Medical Staff
- ❑ Nursing Staff
- ❑ Allied Staff

External:

- ❑ Electrical Suppliers
- ❑ Contractors