



THE EASTERN REGIONAL HEALTH AUTHORITY

POSITION DESCRIPTION

1. JOB TITLE FACILITY OFFICER	2. DIVISION SANGRE GRANDE HOSPITAL CAMPUS	3.DEPARTMENT FACILITY MANAGEMENT UNIT
4. ORGANISATIONAL RELATIONSHIP The Facility Officer will report to the Facility Coordinator.	5. NATURE & SCOPE Responsible for assisting in the development and implementation of facilities and equipment maintenance and upgrade program for the Sangre Grande Hospital Campus. 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.	
6. SPECIFIC ACCOUNTABILITIES The Facility Officer: ❑ 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 Campus. ❑ 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.
- Performs other related duties as directed by the appropriate Authority.

7. KEY KNOWLEDGE, SKILLS AND ABILITIES

- 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 Hospital Facilities Management
- Knowledge of building, construction and maintenance work codes and standards
- Knowledge of the Occupational Safety and Health Act
- Knowledge of the management principles and practices
- Knowledge of the principles of hospital and office space planning and utilization
- Ability to conduct inspections of facilities and equipment and identify deficiencies.
- Ability to develop, implement and maintain facilities and equipment maintenance schedules.
- Proficiency in Microsoft Office Microsoft, Project and any other applicable software necessary for daily operations.
- 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

8. 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 (2) of which should be in a hospital environment.
- Any other combination of training and experience

9. SUPERVISORY RESPONSIBILITIES

- Facility Technician
- Maintenance Technician (Electrical)
- Maintenance Technician (HVAC)
- Wastewater Treatment Operator
- Handyman

10. COMMUNICATION AND WORKING RELATIONSHIP

Internal:

- Facility Department
- Biomedical Engineering Department
- All Heads of Department
- All staff of the of the Sangre Grande Hospital Campus

External:

- Contractors
- Suppliers