


Ref #:	
 Government of Trinidad and Tobago JOB DESCRIPTION CONTRACTUAL POSITION	
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:	Senior Facilities 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:	<ul style="list-style-type: none"> ▪ 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:	
<ul style="list-style-type: none"> ▪ 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. 	