



Trinidad and Tobago
Postal Corporation

JOB OPPORTUNITY FACILITIES MANAGER

DIVISION: CORPORATE SERVICES

REPORTS TO: GENERAL MANAGER, CORPORATE SERVICES

POSITION SCOPE:

The Facilities Manager ensures that the infrastructure of The National Mail Centre and all TTPost buildings, both owned and leased, are properly maintained. The incumbent is required to develop and manage construction projects from inception to completion.

KEY DUTIES AND RESPONSIBILITIES:

- Leads, manages and develops the Facilities Team.
- Prepares financial data on maintenance projects and programmes to ensure that projects do not incur cost overruns.
- Develops and implements preventative maintenance programme for all facilities.
- Optimizes resources (people, equipment, schedules) to ensure cost-effective maintenance management.
- Manages the facilities projects to completion, on time and within budget.
- Ensures the supervision of contractors on job sites.
- Responds appropriately to emergencies or urgent issues as they arise.
- Implements and maintains controls for documented procedures.
- Identifies relevant quality related training needs and works with the HR Division to execute same.
- Monitors performance by gathering relevant data and produces statistical reports
- Ensures compliance with national and international standards and legislation.
- Monitors and ensures adherence to health and safety rules, regulations and guidelines.
- Performs other related duties that may be required by the job function.

EDUCATION:

- Bachelor's of Science Degree or higher in Engineering/Facilities Management or the Higher National Diploma (HND) with three (3) years experience associated with the maintenance of a national network of offices OR
- Civil Engineering Technician or equivalent qualifications with five (5) years experience associated with the maintenance of a national network of offices
- Certificate in Project Management will be an asset
- Certificate in AutoCad/Draughting will be an asset

EXPERIENCE:

- Significant experience in developing and implementing strategies to increase efficiency, maintain quality and ensure continuous improvement
- Strong business acumen and ability to prepare strategic plans

The closing date for applications is **December 04, 2015**.

Please note that unsuitable and late applications will not be acknowledged.

Applications should be addressed to: -

**General Manager, Human Resources
Human Resources Division
Trinidad and Tobago Postal Corporation
National Mail Centre
240-250 Golden Grove Road
Piarco, 350462
Trinidad and Tobago or email: gmhr@ttpost.net**