



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.

**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 a 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 in Civil Engineering
- Certificate in Project Management

**EXPERIENCE:**

- Five (5) years experience associated with the maintenance of a large complex facility
- 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

**ESSENTIAL SKILLS / ATTRIBUTES:**

- Sound knowledge of building systems; HVAC, Plumbing and Electrical
- Proficiency in the use of Microsoft Suite, Adobe products and related digital imagery software
- Excellent problem solving skills
- High level of interpersonal and communication skills with the ability to communicate in a clear, concise and comprehensive manner
- Ability to complete repetitive tasks in agreed time frames at a high standard
- Analytical and detail oriented
- Proven ability to work competently as an individual and as part of a team

The closing date for applications is **March 08, 2019**.

*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**