



THE EASTERN REGIONAL HEALTH AUTHORITY

POSITION DESCRIPTION

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| 1. JOB TITLE FACILITY COORDINATOR | 2. DIVISION HEAD OFFICE | 3. DEPARTMENT OPERATIONS |
| 4. ORGANISATIONAL RELATIONSHIP The Facility Coordinator will report to the General Manager-Operations. | The incumbent would be required to assist in managing the provision of facilities management services at all facilities within the Authority ensuring regulatory compliance and a safe and functional work environment for employees and clients. Duties include supervising staff performing maintenance duties; assisting in or developing and implementing a preventative maintenance programme, facilities management policies, procedures and guidelines. | |
| <p>The Facility Coordinator:</p> <ul style="list-style-type: none"> □ Plans, organizes and supervises the work of staff engaged in the provision of Facilities Management and maintenance services at all facilities within the Primary Care and Head Office Administrative Buildings. □ Develops and implements a programme for the ongoing preventative maintenance and operations of building structures, grounds, equipment and Mechanical, Electrical and Plumbing (MEP) systems. □ Supervises the development and implementation of facilities upgrades. □ Contributes to or provides advice on matters pertinent to or adversely affecting the functional integrity of buildings, equipment and Mechanical, Electrical and Plumbing (MEP) systems at all facilities within the Primary Care and Head Office Facilities. □ Supervises and co-ordinates the planning and acquisition of accommodation and the utilization of space and facilities consistent with the requirements of organizational efficiency and in accordance to International Facility Management Standards approved for a health care facility. □ Collaborates with the Occupational, Safety and Health (OSH) Department ensuring that all facilities are in adherence to the Occupational, Safety and Health (OSH) Act. □ Supervises and monitors contractors engaged in performing services related to repair, maintenance and upgrade of buildings, grounds, equipment and other systems. □ Develops budget proposals related to the provision of facilities management services for the facility. □ Assist in the preparation of Scope of Works. □ Performs periodic inspections of all facilities, equipment and Mechanical, Electrical and Plumbing (MEP) systems to ensure optimal functioning. □ Performs any other related duties as may be required. | | |
| <p>7. KEY KNOWLEDGE, SKILLS AND ABILITIES</p> <ul style="list-style-type: none"> □ Considerable knowledge of the principles and techniques of Facilities Management. □ Considerable knowledge of building construction and maintenance work, codes and standards. □ Considerable knowledge of the methods, materials and equipment used in upgrades, preventative maintenance and repair of facilities and equipment. □ Knowledge in Facilities Management. □ Considerable knowledge of Occupational Safety and Health Act as it pertains to facilities management. □ Considerable knowledge of project management principles and techniques. □ Knowledge of the principles of space planning and utilization especially in a health care setting. □ Knowledge of the budget preparation, work scope development, cost estimation and public service procurement procedures and techniques. □ Sound comprehensive and analytical ability. □ Proficient in the use of Microsoft Office Suite and Microsoft Project. □ Ability to coach and mentor junior staff. □ Ability to establish and maintain effective working relationships with staff and contractors. | | |

8. MINIMUM QUALIFICATION, TRAINING AND EXPERIENCE

- Training as evidenced by the possession of a Bachelor of Science Degree in Facilities Management; or a Bachelor of Science Degree in Mechanical/Electrical Engineering supplemented by certification in Facilities Management.
- A minimum of (6) six years' experience, three (3) of which should be in a health care environment.
- Any other combination of training and experience.

9. SUPERVISORY RESPONSIBILITIES

- Senior Maintenance Technician
- Maintenance Technicians
- Junior Administrative Assistant
- Handyman

10. COMMUNICATION AND WORKING RELATIONSHIP

Internal:

- Facility Management Unit
- Biomedical Engineering staff
- Occupational Safety and Health Staff
- Operations Department
- Heads of Department
- Primary Health Care Services Administrative Officers
- Central Purchasing Unit

External:

- Occupational Safety and Health Administration (OSHA)
- Fire Department
- Drainage Division – Ministry of Works
- Insect Vector Division – Ministry of Health
- Water and Sewerage Authority of Trinidad and Tobago (WASA)
- Trinidad and Tobago Electricity Commission (T&TEC)
- Street Lighting Implementation Unit
- BP Amoco – Helipad
- Contractors
- Suppliers