



## **TERMS OF REFERENCE**

### **FACILITY TECHNICIAN**

The Contractor shall report to the Plant Engineer II or any other party designated by that Officer in connection with the performance of the duties under this Agreement and shall fulfil any other duties reasonably requested by the Authority and agreed to by the Contractor.

During the period of this Agreement, the Contractor shall ensure that the services performed pursuant to the requirements hereof shall conform to all applicable laws and regulations promulgated by the legally constituted Authorities of the government of Trinidad and Tobago.

#### **Minimum Training and Experience**

- Training as evidenced by the possession of a Certificate in Facilities Management or a Technician's Diploma in Civil/Structural/Mechanical/Electrical Engineering.
- Minimum of two (2) years' experience performing facilities/equipment maintenance and repair work.

#### **Tasks**

The contractor shall work as part of the Facilities Management Team and provide technical expertise during the discharge of the following:

- Makes periodic visual inspections of buildings/facilities and equipment to ensure optimal functioning and reports deficiencies to management.
- Performs preventative and corrective maintenance on the facility in accordance to maintenance schedules
- Troubleshoots, diagnoses and resolves equipment issues, makes necessary repairs, arranges for repairs to be affected or advises management to facilitate corrective action.
- Monitors and maintains an array of medical gas systems throughout the facility and alerts.
- Monitors and maintains water usages to support hospital operations.
- 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.
- Assist in the preparation of bills of quantities and scope of works when required
- Provides information to be used in costing and budgetary exercises.
- Provides support with space planning, furniture and equipment acquisition in accordance to standards of operations.
- Keeps records and other relevant documentation in respect of all purchases and equipment installed; also assists with the establishment of a facilities management database.

#### **Deliverables**

The Contractor shall further provide:

- Prepares reports on matters related to facilities management as required.