



The Southern Academy for the Performing Arts

**SOUTHERN ACADEMY FOR THE PERFORMING ARTS (SAPA)
JOB DESCRIPTION**

Facilities Inspector

SJD-2023-0121-FAC

TITLE: FACILITIES INSPECTOR	POSITION STATUS: CONTRACT <input checked="" type="checkbox"/> PERMANENT <input type="checkbox"/>
DEPARTMENT: ADMINISTRATION	SECTION: FACILITIES SECTION
REPORTS TO: FACILITIES COORDINATOR	SUPERVISES: N/A
INCUMBENT:	LOCATION: SAPA SAN FERNANDO

PURPOSE

The Facilities Inspector provides technical and business leadership for Facilities, Property, Security and Fleet services and functions to ensure safe, efficient, and reliable operations in support of the strategic objectives of SAPA. Responsible for the overall maintenance of the physical infrastructure of the organisation to ensure the optimal operation and efficiency of office systems, and security of all persons, and the optimization of the working environment.

KEY FUNCTIONS

Operational/Technical/Professional:

- Prepares scope of works, cost estimates and other contract documents related to provision of administrative services, property, and fleet management services to ensure compliance with related corporate policies and procedures, in accordance with authorized limits.
- Prepares all contracts and related documents, and administers same upon approval, in accordance with scope of works and/or related organisation/statutory standards.
- Negotiates service agreements in accordance with organisation guidelines and ensures cost efficiencies.
- Leads/arranges and participates in dispute resolution meetings with contractors and other third parties to clarify and/or resolve any matters related to the delivery of service contracts, as necessary.
- Oversees the maintenance of records for property and fleet management to ensure accuracy and records are up to date.
- Monitors trend developments in Property Management and makes recommendations to enhance service delivery.
- Participates in the development of a preventative maintenance program and ensures compliance with corporate policies and occupational health and safety standards.
- Plans, schedules, and monitors the implementation of approved property management projects to ensure compliance with designs and the contract.
- Initiates documentation to procure equipment, tools and materials necessary for the conduct of property management projects and monitors the timely placement of equipment, tools and materials on the job.
- Responsible for the evaluation of large contracts including janitorial, waste disposal, lawn and ground, building maintenance, sewer systems, and maintenance of containers.



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- Executes building maintenance schedules to ensure that property and buildings are maintained in accordance with property management and organisation standards that promote safety health and environmental requirements.
- Oversees the janitorial and custodial services for all buildings to ensure the overall cleanliness, sanitation, and ensures customer satisfaction through high quality standards, while maintaining an environment that is safe and equitable.
- Oversees the maintenance of containers on the compound through the arrangement of consistent inspection and repair. Ensures containers are well maintained, in a proper technical condition and fit for purpose.
- Receives and processes accident and incident reports pertaining to all organisation vehicles ensuring all risk management protocols and standards are followed. Arranges for repair and/or disposal of vehicles as required.
- Conducts regular site visits in conjunction with Technical Leads to ensure projects are being executed according to plan and within relevant project parameters. Evaluates the work of contractors during projects and makes recommendations. Signs off on project completion. Monitors and assesses status/progress of projects and prepares report on same.
- Conducts orientation programs for new contractors to support the contract management process and ensure relevant guidelines are met.
- Provides administrative services for property management, fleet management and reception.
- Plans, schedules, and monitors the implementation of the management plan for the Organisation's vehicles. Analyses maintenance costs and provide recommendations on vehicle utilization and replacement. Tracks fleet and fuel usage in keeping with industry standards.
- Co-ordinates all activities associated with ensuring that vehicles authorized for use by employees are always at optimum capacity.
- Executes any other related duties as assigned.

KEY RELATIONSHIPS

Internal: Procurement, HSE, Legal, Operations, Human Resources, Finance, and Operations.

External: Suppliers, Contractors, other Government Agencies, and SAPA Customers.

PERSON SPECIFICATION

Education:

- Bachelor's degree in Engineering, Facilities Management, or other relevant discipline
- Recognized Certificate in Project Management would be a definite asset.

Experience:

- At least four (4) years' experience in Facilities Management

JOB COMPETENCIES:

Knowledge & Skills

- **Knowledge:** regulatory requirements including EMA, and OSH Acts, facilities management, fleet management, security management, contract management, preventive maintenance, technology applications such as CMMS, Building Management and Fleet management information systems, cost management, financial management, quality assurance, quality control.
- Teamwork
- Business Acumen
- Problem Solving



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- Planning and Organising
- Contract Administration
- Communication
- Relationship Management

KEY ATTRIBUTES:

- Attention to detail, requires being careful and thorough about details, recognizing the impact of decisions.
- Ability to integrate all Facilities management disciplines and internal/external stakeholder requirements into business plans and deliverables in a manner that fosters teamwork.
- Results oriented, establishing and maintaining challenging achievement goals and exerting effort toward mastering tasks.
- Service orientation requires the ability to engage and effectively manage customer expectations.
- Complex problem-solving skills, ability to identify complex problems and review related information to develop and evaluate options and identify solutions.
- Team Leadership ability to encourage and build mutual trust, respect, and cooperation among team members.

WORK ENVIRONMENT

- This job operates in a professional office environment. This role routinely uses standard office equipment.
- Work is regularly performed and or supervised in a combination of office and external building environments and is often exposed to dust, odors, oil, fumes, and noise.
- This job operates at irregular hours based on the schedule of the performing spaces and the incumbent is required to work late and/or work shift and weekends based on the theatre schedule.