




Job Description

Position: Facilities Officer	Reports to: Operations Manager
Reporting Positions: <ul style="list-style-type: none">• General Foreman• Agricultural Foreman• Cleaner• Janitor• Male Labourer	Effective Date: February 2025
Approved By: Chief Executive Officer	Signature: 

A. JOB FUNCTION:

The **Facilities Officer** is responsible for the overall maintenance of the physical infrastructure of the company so as to ensure the optimal operation and efficiency of office systems, the health, safety and security of all persons, and the optimization of the working environment. The person oversees the health, safety and security requirements of the facility and ensures that all systems are optimally and continuously reliable.

Naparima Bowl's operations are guided by the highest levels of professionalism and service to both internal and external colleagues and clients. All activities must therefore be in alignment with its approved operating guidelines and standards, and all legal, statutory and regulatory requirements.

B. PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Maintains the Naparima Bowl's physical infrastructure by planning and directing maintenance services, and ensures the completion of installation, repair and renovation activities on time, within budget and in keeping with proper procurement practices and the organisation's quality, aesthetics, safety and security standards.
2. Ensures the security of assets and all persons by liaising with security providers for the provision of effective electronic and physical security, and maintains building and equipment accessibility by making, testing, and securing duplicate keys within company guidelines and standards.
3. Ensures the optimal upkeep of office buildings and grounds by overseeing the cleaning of offices and ancillary spaces, the upkeep of air conditioning and office systems, and the management and maintenance and landscaping of the trees, plants and grounds.

4. Develops and maintains a registry of contractors and vendors for the provision of services to the Bowl and monitors and report on the performance of contractors.
5. Monitors supplies inventory by reviewing supply requisitions, placing orders for supplies, verifying receipt of items, analysing usage trends and preparing reports.
6. Schedules and assigns work to staff, and follows up work results by planning, monitoring and appraising results, and develops staff by providing information, educational and experiential growth opportunities.
7. Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications and participating in professional societies.
8. Support the development and maintenance of a team environment by performing other related duties.
9. Sources information on required material, equipment and services, prepares proposals and other procurement documentation as directed, and ensures all purchase orders are complete with necessary conditions and deliverables.
10. Develop, budget, and manage programmes and projects (including PSIP) relating to the overall maintenance and development of the facility.
11. Monitor all assigned programmes, projects and activities for proper procurement, effectiveness and alignment with the organization's objectives

QUALIFICATIONS AND EXPERIENCE:

- A BSc. Degree in Facilities Management, Project Management or any other relevant programme
- Five (5) to seven (7) years' experience in a similar capacity
- Two (2) years' experience in a supervisory capacity

KNOWLEDGE:

- Excellent knowledge of facilities management standards and requirements
- Excellent knowledge of health, safety, environmental and security standards and requirements
- Excellent knowledge of the controlling standards, codes and laws pertaining to electricity
- Working knowledge of grounds maintenance, management and landscaping

SKILLS:

- Excellent communication skills, both written and oral
- Excellent organisational and planning skills
- Excellent people engagement skills
- Excellent analytical and problem solving skills
- Excellent report writing skills
- Excellent repair skills for complex electrical equipment

ABILITIES:

- Ability to function well in a high pressure environment
- Ability to establish and maintain effective working relationships with other employees and members of the public
- Ability to plan and implement work schedules
- Ability to identify maintenance-related problems and to source the relevant contractors to address them