

## **POSITION DESCRIPTION**

<b>Job Title</b>	:	Facilities and Technology Officer
<b>Unit</b>	:	Policy and Community Support Officer
<b>Division</b>	:	General Administration
<b>Reporting to</b>	:	Deputy Director
<b>Supervising</b>	:	Assistant Facilities and Technology Officer
<b>Role</b>	:	The incumbent will be required to provide technical advice and guidance to the PACSO and stakeholders with respect to the maintenance, upgrade, financing and procurement of facilities, equipment and technology; and to ensure that the facilities and technology functions of the Unit are conducted in accordance with established policies, principles and procedures.

### **Duties and Responsibilities :**

- Visits and evaluates the facilities of law enforcement and stakeholder agencies of the Ministry of National Security and makes recommendations and prepares reports as necessary.
- Evaluates existing equipment and technology in use by law enforcement and stakeholder agencies of the Ministry of National Security and makes recommendations and prepares reports as necessary.
- Studies global developments in law enforcement facility design and management, equipment and technology, through the collection and evaluation of appropriate publications.
- Identifies proven strategies in law enforcement facility design, management, equipment and technology, to enhance the delivery of public safety and security services in Trinidad and Tobago.
- Prepares budget proposals, scope of works and cost estimates for projects related to maintenance, repairs, improvements, upgrades and modifications of facilities and equipment.

- Monitors the construction and/or refurbishment of facilities, and the procurement and use of equipment, including technological systems, in law enforcement and stakeholder agencies of the Ministry.
- Supervises the work of contractors to ensure compliance with agreed scope of works and established contractual terms.
- Recommends appropriate measures to facilitate the upgrade or discontinuation of facilities, equipment and technology in use by law enforcement and stakeholder agencies of the Ministry.
- Ensures that the work environment at the PACSO and stakeholder agencies meet health and safety requirements that comply with existing legislation.
- Establishes and maintains liaison with appropriate law enforcement and public safety counterparts in local, regional and international arena.
- Performs other related duties as required.

**Knowledge and Skills** :

- Some knowledge of the procurement and financing of public safety and law enforcement facilities, equipment and technology.
- Knowledge of the principles and practices of Facilities Management.
- Knowledge of building, construction and maintenance work, codes and standards.
- Knowledge of project management principles and practices.
- Knowledge of Occupational Safety and Health Act.
- Proficiency in the use of Microsoft Office Suite.
- Ability to conduct inspections of facilities and equipment and identify deficiencies.
- Ability to develop and implement facilities and equipment maintenance schedules.
- Ability to work effectively with a team of professional, technical and administrative staff.
- Ability to communicate effectively both orally and in writing.
- Ability to establish and maintain effective working relationships with stakeholder agencies, locally and internationally.

**Experience  
and Training** :

- Three (3) years' experience in a similar position preferably in a public or private law enforcement or public safety organization.
- A Bachelor's Degree or its equivalent in Construction, Engineering Technology, Finance or Occupational Health and Safety from a recognized institution.
- Certification in Facilities Management/Management or related discipline from a recognized institution will be an asset.