

**JOB DESCRIPTION**  
**CONTRACTUAL POSITION**

**JOB TITLE: FACILITIES TECHNICIAN**

**JOB SUMMARY:**

The incumbent is required to make inspection of facilities and equipment to ensure optimal functioning and to perform basic maintenance and repair work. Duties include monitoring contractors/vendors performing contracted services; assisting in identifying health and safety hazards and monitoring the use of facilities and equipment, preparing specifications and estimates and keeping appropriate records.

**REPORTS TO:** Facilities Manager

**DUTIES AND RESPONSILITIES:**

- Makes periodic visual inspections of building/facilities and equipment to ensure optimal functioning and reports deficiencies to management
- Troubleshoots, diagnoses and resolves equipment issues, makes necessary repairs, arrange for repairs to be effected or advises management to facilitate corrective action
- Performs basic maintenance and repairs involving areas such as electrical, carpentry plumbing and air conditioning.
- Monitors the performance of contractors and vendors engaging in providing contracted services to ensure work is complemented according to specifications.
- Prepares specifications for purchases of equipment; also prepares estimates regarding the provision of contracted services.
- Assist in identifying health and safety hazards and with implementing and ensuring compliance with applicable usage policies and standards.
- Provides information to be used in costing and budgetary exercises.
- Provides support with space planning, furniture and equipment acquisition.
- Keeps records and other relevant documentation in respect of all purchases and equipment installed; also assist with the establishment of a facilities management as required
- Performs other related duties as required
- Prepare reports on matters related to facilities management data base.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of preventative maintenance pertinent to mechanical equipment, electrical equipment, air conditioning systems, plumbing and general construction.
- Knowledge of equipment and tools used in preventative maintenance and repair.
- Knowledge of Occupational Safety and Health Act.
- Some knowledge of facilities management
- Ability to prepare specifications and estimates pertinent to facilities and equipment and equipment maintenance and repairs
- Ability to use/operates equipment and tools used in preventative maintenance and repair
- Proficiency in the use of Microsoft Office and Microsoft Project
- Skills in use of personal computers
- Ability to prepare and maintain records and reports

- Ability to proactively identify and resolve maintenance issues, and defects in facilities and equipment
- Ability to communicate efficiently both orally and in writing
- Ability to establish and maintain effective working relationship with fellow employees and member of the public

**MIMINUM EXPERIENCE AND TRAINING:**

- Minimum of two (2) years' experience performing facilities/equipment maintenance and repair work.
- Training as evidenced by possession of a Technician's Diploma or the equivalent in Civil/Structural/Mechanical/ Electric Engineering or related discipline from recognised institution