JOB OPPORTUNITY

Position Title: Facilities Officer
Salary Scale: Technical
Reports to: Chief Executive Officer
Supervises: None
Liaises internally with: Board of Directors, Volunteers and Senior Management
Liaises externally with: Contractors and other stakeholders

Position Summary
The Facilities Officer will be in charge of operations and maintenance of the buildings and grounds of the organization (i.e. conditions related to the safety, security, comfort, health and environmentally friendly operation of modern buildings).

This position requires the individual to provide oversight for the design, installation, construction and maintenance of new building structures; to ensure that the buildings are energy efficient to reduce overuse of energy sources and to reduce operational cost; as well as to monitor significant physical property for unauthorized occupation and land derogation.
Duties and Responsibilities

1) **Building Construction**

(i) Co-ordinates and conducts inspections at construction sites; provides progress reports on quality and standard compliance of works; recommends actions for improvement;

(ii) Liaises with clients, building contractors, designers, architects, surveyors and other professional in the engineering disciplines (civil, structural, mechanical and electrical engineers) to ensure compliance with specifications for relevant work construction projects;

(iii) Reviews engineering designs and specifications of buildings for residential and commercial developments;

(iv) Supervises the construction of the building services, commissioning systems and ongoing services;

2) **Building Maintenance**

(i) Establishes and monitors preventative maintenance processes and programs for facilities (i.e. building and grounds); conducts inspection processes for on-going review of facility maintenance and operations in compliance with applicable laws, regulations, standards and code of practice;

(ii) Administers procurement and fiscal management activities associated with building and grounds maintenance activities, trades and professional assistance; monitors activity expenditure and cost account basis; recommends and implements cost containment plan; reviews and authorizes purchase orders; administers contracts; obtains price quotes and bids; procures material and services; and ensures compliance with the credit union’s Procurement Policy;

(iii) Manages the building and grounds maintenance staff work programmes for existing and new facilities; conducts performance evaluations of the work programmes;

(iv) Develops, recommends, and administers policies, procedures, and processes in support of building and grounds maintenance operations; implements and monitors compliance with approved policies, procedures, and processes;

(v) Prepares capital and operational estimate cost budgets for GECCU facilities and general infrastructure systems; conducts performance evaluations of the capital and operational actual cost expenditure;

(vi) Uses interpersonal skills and makes sound judgments to advice and guide employees, management, volunteers and members.
3) **Building Services**

(i) Supervises the maintenance of Heating, Ventilation and Air Conditioning (HVAC) systems for a stable internal environment that has optimal temperature and air quality;

(ii) Supervises the operation of Mechanical, Electrical and Plumbing (MEP) to improve energy efficiency and conversation systems;

(iii) Conducts inspection, testing and maintenance of Electronic Security System (access control, intrusion detection, closed circuit television, data transmission media) and Life Safety Systems (fire prevention, detectors, suppression & means of egress) to reduce or eliminate risk of harm;

(iv) Procures Information Communication Technology (ICT) resources, design, installation, operations and maintenance services in collaboration with Information Technology Department; re-cycles/re-purposes IT equipment for use by others e.g. social organizations, educational institutions;

(v) Prepares, establishes and implements appropriate work procedures to ensure the provision of comprehensively documented records of all equipment maintained;

(vi) Collects and analyzes a variety of complex data and information, including utility (e.g. water, electricity, communication) costs and usage. Performs statistical analysis and summarizes findings in applicable reports or other communication mediums;

(vii) Works effectively with employees at all levels of the organization.

4) **Legal & Regulatory Framework**

(i) Ensures that work is carried out in compliance with Occupational Safety and Health (OSH) Act;

(ii) Ensures that construction work is carried out in compliance with the national building regulations and guidelines;

(iii) Ensures that physical planning and development works are carried out accordance with the Town and Country Planning Act and Regulations;

(iv) Ensures that work is carried out in compliance with the Environmental Management and Co-ordination Act;

(v) Ensures that designs, installation, construction, maintenance and operations of facility work are carried out in compliance with relevant or applicable installation standards.
5) **Administration**

(i) Oversees and monitors the credit union’s OSH Policy and Guidelines to ensure compliance with relevant Act;

(ii) Oversees the credit union’s disaster management and business continuity plan for disaster response and emergency evacuation.

6) **Other Duties**

Performs other duties as assigned

---

**Qualifications, Experience, Knowledge, Skills and Abilities**

<table>
<thead>
<tr>
<th>Areas</th>
<th>Essential</th>
<th>Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificates and licenses</td>
<td>Valid driver's license is required</td>
<td>License certification in e.g. refrigeration &amp; air conditioning; project management or building services</td>
</tr>
<tr>
<td>Qualification</td>
<td>Associate degree in Engineering or related discipline from an accredited institution of higher learning</td>
<td>Bachelor's degree in Engineering or related discipline from an accredited institution of higher learning</td>
</tr>
<tr>
<td>Experience</td>
<td>Five (5) years of progressive responsibility for buildings &amp; grounds, and/or general maintenance with three (3) years supervisory experience of building or general maintenance workers</td>
<td>Minimum of three (3) years of experience in facilities management, maintenance or administration</td>
</tr>
<tr>
<td>Knowledge</td>
<td>▪ Knowledge of Occupational Health &amp; Safety (OSH) law and regulations, and its implementation; ▪ Knowledge of safety and accident prevention principles; ▪ Knowledge in applicable National Building Code: laws and regulations; ▪ Knowledge of principles in facilities maintenance,</td>
<td>▪ Knowledge in compliance of Occupational Health &amp; Safety (OSH) law and regulations; ▪ Knowledge of safety and accident prevention practices; ▪ Knowledge in compliance of National Building Code: laws and regulations; ▪ Knowledge of practices in facilities maintenance,</td>
</tr>
</tbody>
</table>
contract management, procurement, project management, budgeting, and preventative maintenance;

- Knowledge of financial record keeping and reporting principles.

Skills

- Skill to use simple and complex construction tools, instruments and machines;
- Skill to handle issues in a courteous, efficient and effective manner, maintaining a professional approach at all times, regardless of circumstance;
- Good interpersonal and communication skills (written and spoken) with the ability to engage in a one-on-one and group setting;
- Able to work with minimal supervision, delivering targets on time;
- Proficient in the use of Microsoft office products (word, excel, access, power point and outlook) and able to quickly learn new IT software packages;
- Skill to read, input data, analyze information, write reports and compose letters, send e-mail and maintain facility records;

contract management, procurement, project management, budgeting, and preventative maintenance;

- Knowledge of financial record keeping and reporting practices.

Skills

- Skill to assess the conditions of simple and complex construction tools, instruments and machines;
- Demonstrates honesty, integrity, friendliness, patience, fairness, openness, sensitivity, flexibility, and enthusiasm;
- Strong interpersonal and communication skills (written and spoken) with the ability to engage effectively with staff at all levels and external contractors;
- Able to work without supervision, delivering targets on time;
- Proficient at using the Internet, the use of Microsoft office products (word, excel, access, power point and outlook) and comfortable with technology in general;
- Skill to create spreadsheets, interpret written documents and contracts, write letters to vendors and others;
| Adequately able to verbally present information, to speak and respond clearly to members, staff, the public, volunteers and the Board of Directors; |
| Competently able to verbally present information, to speak and respond clearly to members, staff, volunteers Board of Directors and the public; |
| Abilities |
| Ability to solve practical problems and apply common sense when responding to common and emergency situations; |
| Ability to read, understand and interpret a variety of instructions furnished in written, oral, specification, drawings, blue prints, diagrams, maps and schedule form; |
| Ability to assist in preparation and administration of budgets. |
| Ability to prepare a variety of reports e.g. financial reports, statistical analysis. |
| Ability to maintain accurate and detailed record keeping of works, financial transactions and projects performance. |
| Ability to lift and carry 50 pounds, stoop, kneel, crouch, crawl, and stand for long periods of time; |
| While performing the duties of this job, the employee is regularly required to talk and hear. |
| The employee is required to stand, walk, sit, climb, use hands to handle objects or controls, and reach with hands and arms. |
| Employee must be able to respond to emergency situations. |
| Specific vision abilities required include close vision, distance vision, peripheral vision, and ability to adjust focus. |

**Position Status and expected Hours of Work**

This is a full time position.

Hours of work are Monday to Friday – 8:00 a.m. – 4:00 p.m.

Flexibility to work additional hours as required