

## JOB DESCRIPTION

POSITION IDENTIFICATION		FUNCTIONAL RELATIONSHIPS	
<b>Job Title:</b>	<b>Facilities Engineer</b>	<b>Direct Reports:</b>	Maintenance Supervisors
<b>Reports to:</b>	<b>Chief Engineer</b> for functional issues and to the <b>Airport Manager</b> for administrative issues	<b>Internal Contacts:</b>	<b>Mechanical Engineer, Civil Engineer, SLASPA Personnel</b>
<b>Department:</b>	Engineering	<b>External Contacts:</b>	Vieux-Fort Seaport staff, contractors, suppliers, tenants, Government Departments, utility companies

### JOB SUMMARY:

Responsible for overseeing the facilities both at Hewanorra International Airport and associated locations and the fixed assets at Port Vieux Fort.

### DUTIES AND RESPONSIBILITIES

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#### Management of Preventive Maintenance System

Ensures the smooth implementation of the computerized preventive maintenance system at HIA, including building, grounds, roads, berthing infrastructure, electrical, air conditioning and mechanical systems;  
 Ensures that planned maintenance is carried out according to schedule;  
 Recommends improvements to the preventive maintenance system and schedule;  
 Updates inventory on the preventive maintenance system as and when required;  
 Ensures technicians and contractors complete work orders and time sheets.

#### Management of Help Desk and Contractor's Database

Manages the Help Desk to ensure high customer service at all facilities;  
 Manages the contractors' database.

#### Oversight of Building and Technical Operation

Manages and supervises all major maintenance and repairs, reviews and prioritizes repairs and maintenance activities, ensuring works are carried out effectively and efficiently;  
 Maintains daily record of all activities;  
 Ensure all facilities and staff complies with the regulatory Health and Safety Standards and report accidents promptly;  
 Coordinates all activities required for the procurement of goods and services related to facilities maintenance through the preparation and processing of purchase requisitions, orders and contracts;  
 Prepare and review job estimates and ensure they are accurate and within accepted industry rates;  
 To provide project management services for assigned construction and refurbishment projects. Reviews plans, specifications, investigations, structures and equipment; Provides design input and offers recommendations for cost savings, construction phasing, and conformance to maintenance standards and design details;  
 Oversees subcontractors to ensure quality of work.

#### Monitoring

Periodically carries out an inventory of equipment, tools, etc. to update asset register;  
 Monitors stock levels and spare parts and recommends purchases.

### **Staff Supervision**

Maintains wage records for employees and submits them when required;  
Establishes annual performance objectives with staff; meets with them periodically to discuss their performance; counsels them on deficiencies in performance and guides them on improving performance, including recommending additional training;  
Conducts a quarterly review and an annual appraisal of staff performance as per organization's performance management policy;  
Coordinates the work of staff and reviews their work to ensure that it meets the Port Authority's standards;  
Ensures staff has the necessary resources to safely and effectively carry out their work  
Makes recommendations regarding wage increases, promotions and disciplinary action for employees supervised;  
Coordinates with the Maintenance Supervisors for the resolution of grievances.

### **Management**

Prepares periodic statistical reports for management inclusive of the quarterly report for the Engineering Department;  
Prepares regular reports on the status of the plant at HIA and Port Vieux Fort, Moule-a-Chique Lighthouse and ancillary facilities and on the resolution of problems that have arisen;  
Develops and manages the Engineering annual capital and recurring budgets for the southern facilities.

### **General**

Ensures vehicles assigned to the facilities are used properly;  
Regularly consults technical literature for advice on repair procedures;  
Makes recommendations for the improvement of plant, equipment and the working environment;  
Accepts other related duties as assigned from time to time.

## **QUALIFICATIONS, SKILLS & EXPERIENCE**

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- BSc in Civil, Mechanical, Facilities Engineering or Construction Management, **International Facilities Management Certification (IFMA)**.
- Five years of experience in plant/facilities management and maintenance;
- Five years or more experience working within a supervisory and leadership role;
- Demonstrated competency in using computerized maintenance management systems;
- Experience in the management of financial and human resources within the technical environment to execute efficient and effective routine and preventive maintenance;
- Advanced knowledge of Microsoft Office with an emphasis on Microsoft Excel and Microsoft Access;
- Excellent computer literacy skills to deal with other mandatory Engineering software programmes;
- Specialization in Mechanical & Electrical Technology and Systems;
- Advanced knowledge of matters relating to construction and maintenance of building structures;
- Knowledge of and familiarization with Helpdesk systems within a high customer demanding environment;
- Knowledge of safety considerations in the operation of an airport;
- Working knowledge of airport procedures and aviation terminology;
- Knowledge of general laws and regulations guiding airport operations;
- Excellent interpersonal, communication skills;
- Excellent interpersonal and customer service skills; managerial and supervisory skills
- Excellent reporting skills;
- Excellent oral and written communication with diverse customers, employees, contractors;
- Excellent organizational and planning skills;
- Good coaching and mentoring skills;

- Excellent team building and people management skills;
- Advanced knowledge of and proficiency in MS Office Suite;
- Outstanding problem-solving skills;
- Excellent time management and organizational skills;
- Excellent writing skills;
- Active listening skills.

**FAVORABLE ATTRIBUTES**

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- Function within a team environment;
- Ability to prioritize, plan, direct and allocate time to perform several activities collectively and respond efficiently and effectively to competing demands;
- Ability to supervise staff in order to achieve set goals and objectives;
- Ability to work and sustain a performance based department;
- Ability to manage multiple projects at the same time;
- Ability to lead and manage a team;
- Ability to devise creative and innovative solutions to existing operational issues in a timely and cost effective manner;
- Ability to create and sustain a learning environment for improved work performance;
- Ability to adapt to, initiate and implement change;
- Project Management Certification (PMP) or any other recognized project management qualification would be an asset;
- Experience in procurement management;
- Ability to converse in St. Lucian creole;
  - Ability to be flexible with work assignments;
  - Ability to use one’s initiative and be proactive;
  - Ability to stimulate and manage change and develop strong teams.

**SIGNATURE**

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I confirm that the requirements of this job description were discussed with me and I understand what is expected of me.

Employee’s Name : \_\_\_\_\_

Employee’s Signature : \_\_\_\_\_

Date : \_\_\_\_\_