

JOB DESCRIPTION

POSITION IDENTIFICATION		FUNCTIONAL RELATIONSHIPS	
Job Title:	Facilities Superintendent (South)	Direct Reports:	Maintenance Supervisor Civil & Maintenance Supervisor – Mechanical/Electrical / Ventilation & AC
Reports to:	Facilities Engineer	Internal Contacts:	SLASPA Personnel
Department:	Engineering	External Contacts:	SLASPA tenants, suppliers and subcontractors

JOB SUMMARY:

Responsible for providing supervisory oversight for the maintenance of all assets at SLASPA’s Southern Facilities (Air & Sea Ports) and supervising maintenance projects.

DUTIES AND RESPONSIBILITIES

Preparation of Design Drawings

Prepares engineering and architectural drawings as required

Development of conceptual designs for asset enhancement initiatives at the Authority

Management of Preventive Maintenance System at Air & Sea Port Facilities in the South

Prepares maintenance schedule and ensure proper working of the Facilities Maintenance System at the Air & Sea Port in south inclusive of the NDB site in Black Bay and The Moule A Chique Lighthouse

Ensures that all work orders from the Preventive Maintenance System, trouble call requests and reports are issued and returned on time for updating of the system

Inspection and Supervision of Repairs

Regularly inspects the Air & Sea Port Facilities and identifies the need for repairs

Reviews and prioritizes repair work

Ensures necessary tools and materials are available

Assigns staff and oversees the timely completion of repairs

Ensures staff adhere to quality and safety standards

Management of Projects

Develops plans for improvements to the buildings and grounds and to the electrical and air conditioning systems at the Air & Sea Port inclusive of the lighthouse and NDB site

Provides on-site supervision of staff and subcontractors during project execution

Ensures staff and subcontractors adhere to quality and safety standards

Assists in securing materials to ensure works are completed on time

Monitoring and Reporting

Monitors the progress of work and keeps the Facilities Engineer informed on status and completion of work while obtaining support from the Civil and Mechanical Engineers

Maintains a daily log of activities undertaken

- Promptly reports in writing breakdowns and accidents
- Provides monthly reports on section matters and related statistics
- Prepares and submits quarterly reports on performance of Air & Sea Port Maintenance
- Monitors the use of SLASPA vehicles assigned to the Air & Sea Port to ensure appropriate use
- Assists with the preparation and management of annual capital and recurring budgets to ensure synchronization with asset management plan
- Prepares B.O.Q's for maintenance works and projects assigned

Staff Supervision

- Supervises Staff providing facilities maintenance services at HIA and Port Vieux Fort
- 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 an annual appraisal of staff performance
- 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 to the Chief Engineer through the Facilities Engineer regarding wage increases, promotions and disciplinary action for employees supervised
- Coordinates with Facilities Engineer for the resolution of grievances

General

- Consults technical literature for guidance on executing repairs, troubleshooting faults and general problem-solving
- Makes recommendations to improve the preventive maintenance system as well as relevant procedures
- Accepts other related duties as assigned from time to time

QUALIFICATIONS, SKILLS & EXPERIENCE

- Diploma in Construction Engineering, Facilities Management or equivalent diploma from an accredited university with certification in computer aided design/drawing plus supervisory training
- 5 years' experience in related work.
- Sound knowledge of CAD and matters relating to construction and maintenance of civil, building structures and airfield maintenance, familiar with electrical and air conditioning systems, supervisory skills
- Excellent interpersonal, communication 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

- Function with a team environment.
- 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

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 : _____