

## JOB DESCRIPTION

POSITION IDENTIFICATION		FUNCTIONAL RELATIONSHIPS	
<b>Job Title:</b>	<b>Facilities Superintendent (North)</b>	<b>Direct Reports:</b>	Maintenance Supervisor Civil; Maintenance Foreman; Maintenance Supervisor – Mechanical/Electrical / Ventilation & AC
<b>Reports to:</b>	Manager- Facilities Management	<b>Internal Contacts:</b>	SLASPA Personnel
<b>Department:</b>	Facilities Management	<b>External Contacts:</b>	SLASPA tenants, suppliers and Subcontractors
<b>Classification</b>	Grade 9	<b>Revised</b>	August 29, 2025

### JOB SUMMARY:

The job holder is responsible for providing supervisory oversight of the maintenance of all assets at SLASPA’s Northern Facilities (Air & Sea Ports) and supervising maintenance projects.

### DUTIES AND RESPONSIBILITIES

#### Preparation of Design Drawings

- Prepares engineering and architectural drawings as required.
- Develops 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 Computerized Maintenance Management System (CMMS) through the CMMS Coordinator at the Air & Sea Port including auxiliary facilities
- Ensures that all work orders from the CMMS through the CMMS Coordinator, trouble call requests and reports are issued and returned on time for updating of the system.

#### Inspection and Supervision of Repairs

- Inspects regularly, 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 auxiliary facilities.
- Provides on-site supervision of staff and subcontractors during civil and building projects as necessary.
- 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 Manager- Facilities Management informed on status and completion of works.
- Maintains a daily log of activities undertaken.
- Reports in writing breakdowns and accidents promptly.
- 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.
- Prepares and manages annual capital and recurring budgets to ensure synchronization with preventive maintenance system.
- Prepares B.O.Q's for maintenance works and projects assigned.

### **Staff Supervision**

- Supervises Staff providing building and grounds maintenance services at GFLCA and Port Castries.
- 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 Manager- Facilities Management regarding wage increases, promotions and disciplinary action for employees supervised.
- Coordinates with the Manager- Facilities Management for the resolution of grievances.

### **General**

- Consults technical literature for advice on repairs.
- Makes recommendations to improve the preventive maintenance system as well as relevant procedures.
- Performs any other related duties as assigned by the Supervisor from time to time.

### **QUALIFICATIONS**

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- Diploma/Associate Degree in Construction Engineering/Facilities Management or related field, Certification in computer aided design/drawing and Supervisory Management plus five (5) years' working experience in a related field.
- Certification in Project Management will be an asset.

### **KNOWLEDGE, SKILLS AND ABILITIES**

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- Demonstrates a high level of confidentiality, competency and professionalism at all times
- 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
- Excellent interpersonal, communication, organization and management skills.
- Advanced knowledge of and proficiency in technologically innovative tools
- Sound problem-solving skills.
- Excellent writing skills.
- Active listening Skills.
- Function within 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**

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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 : \_\_\_\_\_