



The Sports Company of Trinidad and Tobago Ltd.

Career Opportunity

HEAD, FACILITIES & MAINTENANCE

Department: Facilities Management & Maintenance

Reports to: Chief Executive Officer

Job Summary

The incumbent is responsible for the strategic planning and effective management of all facilities, ensuring the commercial viability, safety and security of all users. He/she oversees the operational maintenance and upgrade to ensure the highest quality sporting facilities for national and elite athletes and to allow SporTT to fulfil its mandate for the sustainable growth and development of sport.

Duties and Responsibilities

- Plan, direct, and monitor the facilities and maintenance activities and operations of SporTT including grounds maintenance and facility construction and renovation
- Plan, coordinate and direct the activities of a group of professionals responsible for the facilities management and maintenance portfolios
- Ensure that all sites are managed and supported in an efficient and timely manner and in a condition appropriate to their use
- Review and ensure the standardization of facilities management policies, standards and procedures
- Oversee the repair and maintenance plan for the facilities to ensure efficiency and maximisation
- Manage all contractual arrangements with respect to maintenance of the grounds, turfs and facilities
- Estimate, plan and calculate the budget for each facility, including projected operation costs and revenues
- Plan best allocation and utilisation of space and resources for new buildings, or re-organising of current premises for each facility
- Liaise with facilities maintenance department in the production of scheduled planned maintenance for facilities
- Ensure that all service level agreements and third-party use rental agreements are in place



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- Represent SporTT at national and international level regarding matters pertaining to the stadia and nationals
- Maintain staff job results by coaching, counselling, and disciplining employees; planning, monitoring, and appraising job performance
- Conduct all duties in conformance with Health, Safety, Security and Environment requirements
- Perform other related duties as required

Minimum Qualifications and Experience

- Training as evidenced by possession of a recognized University Degree in Mechanical or Electrical Engineering
- A postgraduate qualification in Facilities Management, Business Administration or in a related field would be an asset
- A minimum of eight (8) years' progressive experience in a related field with a minimum of five (5) years in a senior managerial position

Or any equivalent combination of qualification and experience

Competencies

- Considerable knowledge of the Occupational Safety and Health policies and procedures as it pertains to Facilities Management
- Exhibit strong judgment and decision-making skills
- Proven ability to effectively manage and coordinate the output of a highly diverse team of professionals
- Ability to seek ways to continuously improve external and internal customer satisfaction with product or service quality and on-time delivery
- Ability to establish and maintain effective working relationships with colleagues and members of the public
- Ability to set and maintain high performance standards for self and others that support SporTT's strategic plan
- Proficient in the use of Microsoft Office Suite



National Cycling Velodrome,
Off Couva Main Road,
Balmain, Couva, Trinidad, W.I.
Tel: (868) 225-4886
E-mail: communications@sportt-tt.com
Web: www.sportt-tt.com

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All applications with full resumes should be sent to:
The Human Resource Department
The Sports Company of Trinidad and Tobago Ltd.
National Cycling Velodrome
Off Couva Main Road, Balmain
Couva

Or via email to: recruitment@sportt-tt.com
Subject: Position Title

Deadline for submission of applications: Monday 28 May 2018

We thank all applicants for your interest. However, only shortlisted applicants will be contacted.

www.sportt-tt.com

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