

NON-STANDARDISED



MINISTRY OF PUBLIC ADMINISTRATION

JOB DESCRIPTION

CONTRACTUAL POSITION

JOB TITLE: FACILITIES MANAGER

JOB SUMMARY:

Directs, plans and organizes office and operational accommodation, building and equipment acquisition, maintenance projects, grounds operations and security for facilities utilized by the Ministry of Public Administration.

DUTIES AND RESPONSIBILITIES:

- Develops office accommodation strategies for the Ministry of Public Administration.
- Coordinates the approach to planning and acquiring accommodation for the Ministry of Public Administration.
- Ensures that the location of offices supports the core business of the Ministry and its Agencies.
- Ensure that the Ministry's Division and agencies accommodation are consistent with their service delivery needs.
- Approves all accommodation proposals for budget within the annual budgetary process.
- Develops and monitors budgets for personnel, operating and capital outlay expenditures related to the Facilities Management Unit.
- Assesses the existing service delivery methods and whether they will continue to be appropriate to meet the Ministry's corporate objectives by examining existing work practices and the impact of changes on office space requirements.
- Documents the scope of existing and potential office and operation accommodation portfolio.
- Develops and reviews the accommodation strategies and reports on progress made towards the space utilization within the Ministry.
- Ensure that suitable vacant space is utilized as it becomes available.
- Performs periodic checks on all of the Ministry's buildings to ensure optimal operability of plant and equipment.
- Develops and implements facilities management policies, standards and procedures in alignment with accommodation standards and guidelines, health and safety legislation.
- Establishes criteria for key accommodation issues such as location, utilization, capacity in order to assess the gap between desired and actual performance of current accommodation.

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- Manages the staff of the Facilities Management Unit and internal and external maintenance, operations and planning personnel.
- Manages the physical infrastructure related issues of business continuity planning.
- Manages the development of Request for Proposals related to Facilities Management.
- Evaluates, implements and supports security systems and building access systems.
- Evaluates cost, time and manpower estimates.
- Resolves problems between in-house and contract services personnel.
- Provides training and resources for the facilities services staff and office staff in the use of facilities, particularly in relation to health and safety legislation.
- Identifies opportunities for improving functionality in accommodation through refurbishment and upgrades, information technology, etc.
- Directs the development and manages the implementation of preventive maintenance schedules, upgrades and remodels, relocations and new construction and related projects.
- Manages the development and implementation of automated control systems.
- Manages the development of energy conservations programs.

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE:

- Working knowledge of modern office layout.
- Knowledge of modern and effective facilities management and maintenance issues including electrical, air-conditioning, plumbing and general construction, facilities standards and practices.
- Excellent knowledge of spatial planning and utilization.
- Knowledge of budget preparation, project costing, procurement system in the public service.
- Knowledge of legislation and policy governing the utilization of office and operational accommodation.

SKILLS AND ABILITIES:

- Ability to develop accommodation strategies to meet service delivery needs.
- Excellent ability to develop specifications for construction, maintenance and equipment acquisition.
- Ability to develop monitoring and evaluation systems.
- Ability to communicate effectively, both verbally and in writing.
- Ability to prepare accurate and timely reports.
- Good supervisory skills.
- Ability to be proactive in identifying general weaknesses and shortcomings in the operations of building systems and equipment and use initiative in reliably resolving these problems.

MINIMUM EXPERIENCE AND TRAINING:

- A degree, Technical Diploma or its equivalent in civil or mechanical, works, interior design, building and facilities management or related discipline.
- Proficient in the use of Microsoft Office/MS Project; automated preventive maintenance systems.

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- Ten years' experience in:
 - Facilities management or property development
 - Supervising major relocations and repairs to office building and construction
 - Developing service and equipment maintenance contract requirement
 - Writing and negotiation contract terms
 - Preparing equipment maintenance schedules
 - Writing purchase bid specification
 - Any equivalent combination of knowledge, skills and abilities, qualifications and experience.