



FACILITIES SUPERVISOR (GMG/AM 4)

Job Purpose:

Under the supervision of the Office Manager, the Facilities Supervisor is responsible for the maintenance of office buildings, grounds, fleet; and ensuring the effectiveness of security systems.

Main Responsibilities:

- Inspects and validates work done to construct, renovate and maintain infrastructures in accordance with established standards;
- Provides oversight on all service contracts (e.g. vehicle, plumbing, electrical, air conditioners,)
- Provides advice on matters and queries relating to the physical infrastructure, utilities and maintenance of facilities
- Ensures general maintenance of Corporation's assets (*Office equipment and machinery, including A/C units, UPS and stand-by generators; Fixed assets; Motor Vehicles*)
- Monitors/coordinates the rental of studios/premises;
- Ensure currency of valuation reports and all property and vehicle insurance policies;
- Ensures that safety and health programmes are in place to facilitate a safe environment for visitors and all employees;
- Manages the usage, care and disposal of company's assets including the vehicles.
- Coordinates/Monitors the activities of the Drivers
- Supervises and coordinates the activities of the Security Guards to ensure that adequate protection of the facilities and occupants is provided.
- Prepares itinerary and monthly reports in respect of work assignments;

Required Competences:

- Working knowledge of property management and motor vehicle insurance claims procedures;
- Understanding and full working knowledge of safety and security procedures;
- A good negotiator with excellent supervisory and resources management (staff, material, financial) skills;
- Ability to assess priorities and deploy resources accordingly;
- Excellent time-management, planning and organizational skills
- Excellent interpersonal, and communication skills
- Ability to work under pressure and respond professionally to multiple crises situations
- Excellent knowledge of Government's Procurement Guidelines and Contracts Administration
- General knowledge of the fundamentals of artisan skills, eg. plumbing
- Working knowledge of the relevant computer systems and applications
- Sound knowledge of building regulation policies and procedures.
- Knowledge of safety regulations/OSHA

Minimum Required Education and Experience:

- Degree **or** Diploma in an area of specialization (eg. Construction, Facilities Management or related engineering field);
- Experience in Fleet and Inventory Management
- Supervisory Management Training and experience;
- At least three (3) years related experience.
- NCTVET Certification in electrical/plumbing would be an asset

Remuneration per annum:

- Salary Scale - **\$1,410,802 – \$1,677,000** (*along with allowance attached to the post*).

Applications accompanied by resume to be submitted no later than **28th August 2020** to:

Director, HR Management & Development

Public Broadcasting Corporation of Jamaica

5-9 South Odeon Avenue, Kingston 10

Email: hr@pbcjamaica.org

Please note that responses will be sent to short-listed applicants only.