



DEVELOPING SPACES  
FOR BUSINESS TO GROW  
**VACANCY**

## **SENIOR MAINTENANCE OFFICER**

*The Senior Maintenance Officer leads the technical officers in the execution of preventative, planned, and reactive maintenance activities, as well as capital works on all of e Teck's infrastructural assets such that they are effectively monitored and maintained to satisfy the needs of the Tenants.*

**DUTIES & RESPONSIBILITIES:** The incumbent will be required to:

1. Oversee and monitor the preventative, planned, and reactive maintenance activities for all assets in e Teck's property portfolio.
2. Assist in the preparation of the annual departmental budgets (Operating Assets, PSIP, SEIP, inter alia) and the development and implementation of the Preventative Maintenance Plan.
3. Reviews documents prepared by the Maintenance Officers inclusive of the Scope of Works, Bills of Quantities, Tender Evaluation Recommendations, Letters, Memoranda, Condition Surveys, etc.
4. Respond to requests for emergency maintenance works and requests for information by internal and external stakeholders at all of e Teck's properties.
5. Actively monitor and report the progress of all recurrent services, capital maintenance, and emergency response work to the Manager, Facilities Maintenance.
6. Prepare Scope of Works, Tender Documents, and fully detailed contract documentation for the execution of works on all properties in e Teck's property portfolio.
7. Advise on construction techniques, procurement procedures, and contract administration practices to be adopted by the Company.
8. Supervise the execution of projects, including but not limited to factory shells, infrastructure and building projects from inception to completion; inclusive of contract performance and retention advice.
9. Assist in the development of new properties and the upgrade of existing properties, including the identification of area for capital improvement.
10. In the absence of the Manager, Facilities Maintenance, acts on his behalf in communicating the ideals, goals, and objectives of the Department; as well as providing any project updates as requested and/or issuing instructions to Staff and external Contractors.
11. Comply fully with the Company's policies and procedures, safety policies and procedures, Core Values, and Charter of Business Ethics.
12. Perform any other duties and work on special projects as may be identified by the Manager, Facilities Maintenance and the Vice President – Real Estate Assets.

**MINIMUM REQUIREMENTS:**

1. A BSc. in Engineering (Civil, Electrical, and Mechanical)
2. National Engineering Technician Diploma (NETD) in Engineering, Advanced Diploma in Construction Technology or related field will be an asset.
3. Certification in Project Management, Facilities Management, and/ or Quantity Surveying will be an asset.
4. At least five (5) years' experience in leading capital and recurrent projects with limited supervision. Experience in the public sector will be an asset.
5. Extensive knowledge of construction techniques, procurement procedures, and contract administration practices.
6. Experience with the implementation of health and safety procedures in a field construction environment and familiarity with OSHA requirements.

*Or any other equivalent combination of qualification and experience.*

**KNOWLEDGE, SKILLS AND ABILITIES**

1. Ability to supervise and mentor other officers
2. Ability to work with limited supervision
3. Proficient with MS Office Suite
4. Strong planning and organizational skills
5. Excellent oral and written communication skills
6. Ability to analyze and solve problems

**All interested suitably qualified applicants should submit their resumes by **February 01, 2023.****

**Unsuitable candidates will not be acknowledged.**

To [careers@eteck.co.tt](mailto:careers@eteck.co.tt)  
Subject: Vacancy – Senior Maintenance Officer