



DEVELOPING SPACES
FOR BUSINESS TO GROW

VACANCY

MAINTENANCE OFFICER

The Maintenance Officer executes a series of preventative, planned and reactive maintenance activities so as to ensure that assigned building(s) and/ or park is 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 related to facilities owned/operated by the Company from initiation to close-out.
2. Plan, execute and close projects through the management of multiple projects and supervision of multiple contractors simultaneously.
3. Prepare Scope of Works, In-House Estimates, Tender Documents, Tender Evaluation Reports, Letters, Memoranda, etc. for the execution of works at facilities owned and operated by the Company.
4. Physically respond to emergency requests and situations at industrial parks and facilities owned/operated by the Company in a timely and sufficient manner.
5. Maintain all recurrent service contracts through proper administration in accordance with the Preventative Maintenance Plan.
6. Prepare reports and responses to requests for information for internal and external stakeholders with accuracy in a timely manner.
7. Monitor the performance of building systems (mechanical, electrical, plumbing, hvac, power distribution systems. etc.) and work with contractors to avoid/ minimize down-time and extend equipment life and reliability.
8. Comply fully with the Company's policies and procedures, safety policies and procedures, Core Values and Charter of Business Ethics.
9. Perform any other duties and work on special projects as may be identified by the Manager, Facilities Maintenance and the Vice President, Projects and Facilities.
10. Actively monitor industrial parks and facilities by conducting site visits and completing Park Condition Surveys, Building Condition Surveys and Building Design Reviews
11. Timely processing of all payments (invoices, utility bills, retention, etc.) and active monitoring of defects period, bonds and insurance expirations.

MINIMUM REQUIREMENTS:

1. Diploma in Civil Engineering Technology (CET), Mechanical Engineering Technology (MET) or Electrical Engineering Technology (EET), Building Services Engineering, Facilities Management or equivalent
2. Possession of a Wireman's Licences, certification in Project Management and/ or Quality Surveying will be considered an asset.
3. Experience with the operation, maintenance and repair of HVAC, mechanical, electrical, plumbing, waste water treatment and generator systems.
4. Experience in the direct supervision of third party contractors in the execution of maintenance activities and projects.
5. At least three (3) years working experience in a similar capacity

Or any other equivalent combination of qualification and experience.

KNOWLEDGE, SKILLS AND ABILITIES

1. Proficient with MS Office Suite
2. Ability to prepare written communication (Memoranda, reports, letters, etc.) accurately and quickly.
3. Strong organization skills
4. Knowledge of building mechanical, electrical, plumbing, hvac, power distribution, waste water treatment systems, etc.
5. Knowledge of maintenance procedures (preventative, planned and reactive)
6. Excellent oral and written communication skills
7. Ability to analyze and solve problems

All interested suitably qualified applicants should submit their resumes by **April 11, 2024.**

Unsuitable candidates will not be acknowledged.

To: careers@eteck.co.tt
Subject: Vacancy – Maintenance Officer