

|                    |                         |
|--------------------|-------------------------|
| <b>DEPARTMENT:</b> | HSSEF Department        |
| <b>LOCATION:</b>   | Railway Road, Cunupia   |
| <b>JOB TITLE:</b>  | Facilities Assistant    |
| <b>REPORTS TO:</b> | Supervisor – Facilities |

**JOB SUMMARY**

The Facilities Assistant is responsible for carrying out day to day the activities of Facilities and contribute to the application of effective Facility Management throughout the Company.

**JOB DETAILS:**

- Execute maintenance and upkeep activities for all facilities according to schedules set by Facilities Supervisor.
- Upkeep of equipment to ensure functionality and safe operation.
- Inspect buildings’ structures to determine the need for repairs or renovations.
- Waste and recycling disposal and recording where applicable (Recycling Logs).
- Allocate office space according to needs.
- Inspect all Company vehicles according to schedule.
- Support maintenance, repair and servicing activities of Company vehicles.
- Maintain inventory of all supplies.
- Control storage and distribution of all company tools and equipment.
- General handyman duties where applicable for all facilities.
- General housekeeping and groundskeeping of all facilities.
- Update and maintain fleet and asset registers.
- Any other duties that may be required.

**KEY PERFORMANCE INDICATORS (KPI):**

- Weekly operational vehicle inspections to be completed.
- Weekly inspections of building to be done.
- Weekly power washing around building perimeter.
- Recording of recycling disposal to be done monthly.
- Fleet assets register to be updated at the end of every week.
- Tracking of / accounting for company’s tools and equipment on a weekly basis.
- Ensuring Carpark areas are kept neat and clear of debris daily.
- Maintaining grass area in carpark monthly.
- Complete daily Facilities Checklist

**HSE RESPONSIBILITIES**

- Observe all health and safety rules and regulations.
- Stop all work if any unsafe conditions exist or unsafe practices are observed.
- Report any unsafe conditions or practices to your Supervisors and/or Team Leaders.
- Understand how to perform jobs assigned in accordance with operating procedures and/or work instructions.



- Do not undertake any job you do not understand – ask your immediate Supervisor and/or Team Leaders once there is any doubt.
- Wear and use all safety equipment required to ensure the safe execution of the specific job.
- Participate in mandatory toolbox meetings, safety meetings and training sessions (internal and/or external) as required.
- Report all incidents immediately to your Supervisor and/or Team Leaders.
- Cooperate during incident investigations so that the incident causes can be determined, and corrective action taken; and
- Tag and Report any and all defective tools or equipment immediately.
- Follow and maintain Company standards of Quality in accordance with Company Quality System requirements.
- Adhere to the guidelines stated in the Policy Manual.

**EDUCATION REQUIREMENTS AND EXPERIENCE:**

- Five (5) CSEC passes (Mathematics and English are mandatory)
- Experience in electrical works, plumbing and facilities maintenance.
- Computer literate
- Valid Class 3,4 Driver's Permit
- Experience in construction will be an asset.

**PERSON SPECIFICATIONS**

The incumbent must demonstrate the following personal attributes:

- Teamwork Skills
- Honesty and trustworthiness
- Respectable
- Critical Thinking Skills
- Cultural awareness and sensitivity
- Accountability and Dependability
- Sound work ethics
- Good Interpersonal Skills