



DEPARTMENT:	HSSEF Department
LOCATION:	23 Brickdamn, Georgetown
JOB TITLE:	Facilities Assistant
REPORTS TO:	Team Lead – Facilities

JOB SUMMARY

Carry out day to day 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/Team Lead.
- Upkeep of equipment to ensure functionality and safe operation.
- Inspect buildings’ structures to determine the need for repairs or renovations.
- Supporting in property maintenance for Orbis Clients.
- Inspection & washing of all Company vehicles according to schedule.
- Support maintenance, repair and servicing activities of Company vehicles
- Support inventory control of all supplies
- Control storage and distribution of all company tools, equipment and stationery.
- General handyman duties where applicable for all facilities (Office, Warehouse & Staff property).
- General housekeeping and groundskeeping of all facilities (Office, Warehouse & Staff property)
- Support custodians when needed.
- Support in all minor jobs and HVAC/AC maintenance for all facilities (Office, Warehouse & Staff property).
- 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.
- Daily inspections of building to be done.
- Weekly power washing around building perimeter.
- Washing of all company vehicles on a monthly basis.
- 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 at all Ramps properties monthly.
- Complete daily Facilities Checklist.

EDUCATION REQUIREMENTS AND EXPERIENCE:

- Five (5) CSEC passes (Mathematics and English are mandatory)
- Background in construction will be an asset.
- Background in electrical works
- Background in plumbing and Facility maintenance



- Computer literate
- Valid Driver’s License.

PERSON SPECIFICATION:

- Employee must demonstrate the following skills:
- Problem solving.
- Decision making.
- Effective verbal, written and listening communications skills.
- Computer skills
- Ability to work effectively with teams.
- Excellent organizational skills.

PERSONAL ATTRIBUTES:

The incumbent must demonstrate the following personal attributes:

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

HSSE 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.
- Ensure PTW and JSA are in place when applicable jobs are being done.

APPROVED BY:	
EMPLOYEE NAME:	
EMPLOYEE SIGNATURE:	
DATE:	

