

JOB TITLE: Senior Facilities Officer

REPORTS TO: Head, Facilities

DIRECT REPORTS: Facilities Officer, Estate Officer, Cleaners, Cooks, Security, Gardeners

DATE PREPARED: June, 2020

JOB PURPOSE

Senior Facilities Officer will oversee all infrastructural, maintenance and safety activities. S/He will be responsible for preserving the good condition of infrastructure and environment of DTI and ensure that facilities are safe and well functioning and make strategic recommendations on how operations can be improved.

RESPONSIBILITIES:

- Plan and coordinate all installations (telecommunications, heat, electricity etc.) and refurbishments
- Manage the upkeep of equipment and supplies to meet health and safety standards
- Inspect buildings' structures to determine the need for repairs or renovations
- Review utilities consumption and strive to minimize costs
- direct and supervise the activities of all DTI facilities and ancillary staff (Security, technicians, groundskeepers, kitchen etc.) and external work contractors
- Control activities like staff parking space allocation, waste disposal, building security etc.
- Handle the Institute's insurance plans and service contracts
- Keep financial and non-financial records
- Perform analysis and forecasting
- Manage the school's fleet of vehicles (insurance, servicing and repairs)
- Managing multiple projects simultaneously
- Managing teams consisting of staff and contractors
- Perform any other duties as assigned.

QUALIFICATIONS & EXPERIENCE

- Bachelor of Arts in Facility Management/ Engineering, Business Administration or relevant field with five (5) years' experience in a similar role.

Knowledge in

- Technical/engineering operations
- Facilities management best practices

Skills

- Excellent verbal and written communication skills
- Excellent organizational and leadership skills
- Good analytical/critical thinking
- Team Management
- Time Management

- Networking Skills

Ability to

- Identify crises
- Respond swiftly during crisis
- Be Analytical