

**Job Title: Manager, Facilities**

**Job Summary**

The Manager, Facilities is required to oversee and direct facilities management services at the TTRA, ensuring regulatory compliance and a safe, functional work environment for employees, clients and visitors. This role requires a degree in Civil Engineering or a related field with seven (7) years of experience in facilities and asset management, and at least four (4) years in a management role. The ideal candidate requires strong project management, organizational and planning and communication skills as well as proficiency in Microsoft Office Suite and Microsoft Project.

**Key Accountabilities:**

- Plan, organize, direct, and coordinate the work of staff involved in facilities management for the TTRA.
- Develop and implement ongoing preventative maintenance programs for assets, grounds, and equipment.
- Ensure the creation and maintenance of a comprehensive record management system for maintenance services.
- Manage all facility projects inclusive of remodelling, relocations, new construction projects, and asset disposal.
- Conduct periodic risk assessments of all TTRA premises in collaboration with Health and Safety.
- Provide advice on varying facilities matters inclusive of functional integrity of buildings, equipment, and facilities, recommending remedial measures.
- Recommend modifications to building structures, equipment, fixtures, and décor to maintain optimal functionality.
- Direct and coordinate space planning and utilization to ensure operational efficiency.
- Ensure departmental compliance with OSHA and applicable building codes.
- Oversee statutory requirements and approvals, including fire and electrical inspections.
- Collaborate with the Security Department to ensure proper security measures for facilities and assets.
- Develop and implement guidelines, policies, and procedures for asset management and security.
- Develop and submit budget proposals for facilities management services.
- Prepare reports and recommendations to improve facilities operations and maintenance along with all cost estimates.
- Oversee the development and preparation of tender solicitation documents and serve on evaluation committees.
- Perform periodic inspections of facilities, equipment, and systems to ensure optimal functioning and safety.
- Represent the TTRA on committees, meetings, and other forums as required.

**Submission of Applications: Email a copy of your CV and Cover letter to: [jobs@eaastaff.com](mailto:jobs@eaastaff.com)**

***Please be advised that submission of resumes close on 25<sup>th</sup> August 2024.***

**We would like to thank all applicants for their interest. However, we wish to advise that only those candidates considered will be contacted.**