

Job Specification & Description – Inspector- Facilities

1. JOB TITLE:	Inspector -Facilities
2. DEPARTMENT:	Administration
3. LOCATION:	Flat 15, Exhibition Site Sophia
4. CLASSIFICATION:	
5. SALARY SCALE:	BS 10
6. EMPLOYMENT TYPE:	Full-Time Permanent
7. FUNCTIONAL CONTACTS (internal & external)	All Departments, All Stakeholders
8. REPORTS TO	Head, Administration
9. JD APPROVED	Ms. Carole Fletcher, Chairperson, NSC

10. JOB PURPOSE SUMMARY

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

11. FINAL OUTPUT

- Transported supplies and other company needs/requirements
- Vehicles are checked and cleaned on a daily basis
- Vehicles are safely secured
- Inventory of tools and equipment maintained

12. KEY PERFORMANCE INDICATORS

- Daily 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.

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- Tracking of / accounting for company tools and equipment on a weekly basis.
- Ensuring carpark areas are kept neat and clear of debris daily.
- Complete daily Facilities Checklist

13. JOB DUTIES AND RESPONSIBILITIES

- 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.
- 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 duty that may be assigned from time to time by any duly authorised Officer.**

14. MINIMUM REQUIREMENTS

- A Sound Secondary or Primary education with at least ten (10) years' experience as a mechanical technician
- Working knowledge of vehicle roadworthiness

15. SPECIFIC KNOWLEDGE & SKILLS REQUIRED

- Basic mechanical skills.
- Good interpersonal skills.
- Attention to detail and customer care skills
- Attention to schedules and priorities

16. VALUES AND ATTRIBUTES

- Reliability, honesty and trustworthiness
- Temperate and disciplined
- Respectful, accountable, efficient

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17. SPECIAL CONDITIONS OF THE JOB

- May be required to work during the lunch interval and on weekends to support the Technical Departments.
- Must be prepared to travel outside of Georgetown to other branches of GNBS
- Numerous high priority and business critical deadlines
- Full-time position Monday to Thursday with hours of work 08:00h to 16:30h and Friday 08:00h – 15:30h
- Required to work beyond normal working hours/days to meet deadlines and deliverables
- The position is transferable

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