



## **JOB VACANCY- FACILITIES MANAGER**

The Eco-Industrial Development Company of Tobago (E-IDCOT) Ltd is a private limited liability Company established by the Tobago House of Assembly (THA) to assist in the diversification of the Tobago economy through the promotion of environmentally sustainable production and the provision of project management services on the island.

The Company invites applications from suitably qualified persons for the position of **Facilities Manager**.

### ***Job Summary***

The Facilities Manager supports the Facilities Co-Ordinator in the maintenance and repair of the physical assets and systems managed by E-IDCOT.

### ***Job Responsibilities***

1. Prepares Scope of Works and Job Specifications for works to be undertaken, participating in tender evaluations by reviewing and approving designs and method statements submitted by prospective contractors and contributing to contractor negotiations.
2. Assists in the direction and co-ordination of the work of consultants and contractors involved in the maintenance and repair of facilities and systems on behalf of E-IDCOT.
3. Attends client-generated work requests in a timely fashion, by prioritizing, scheduling and assigning work to staff, ensuring that clients are kept informed.
4. Recommends and implements improvements to preventive maintenance programmes on an on-going basis.
5. Supports the administration of maintenance contracts related to projects and support services.
6. Quickly responds to all emergency situations (fire, evacuation, equipment failure etc.) at any time of day, making assessments and coordinating with the HSSE Unit and relevant authorities.
7. Assists in the oversight of all building systems including fire/life safety, energy management system, plumbing, HVAC, and electrical.
8. Supports the development and maintenance of effective site and building-specific maintenance and safety procedure manuals.
9. Provides support in the purchasing of parts and supplies for maintenance.
10. Works closely with the HSSE Unit to practice proper work methods, techniques, and compliance with applicable standards and specifications, enforcing safety regulations to ensure compliance in providing a safe environment for staff, contractors and visitors.

11. Ensures that various sites and facilities under the Company's control are kept in clean and hygienic condition.
12. When required, conduct regular contractor appraisals and advise Legal and Corporate Secretariat Department accordingly for updating contractor database.
13. Reviews all utility bills and investigates queries with service providers for recommendation to the Facilities Co-Ordinator for final disposition and payment.
14. Identifies energy conservation projects and assists in the planning and implementation of said strategies.
15. Supervises, coaches and mentors the Facilities Technicians, ensuring compliance with governance and quality requirements, to successfully deliver all key milestones and outcomes.
16. Supports the implementation of operational systems, procedures and policies which assist the maintenance and repair functions.
17. Supports and champions the pursuit of the Company's goals and objectives and effectively supports other units in the achievement of their targets.
18. Provides effective support and oversee direct reports consistent with the Company's Performance Management System and HR policies.
19. Complies fully with the Company's policies and procedures and adheres to the Company's Core Values and Code of Business Conduct by daily demonstration of associated behaviour.
20. Performs any other duties as required by the job function.

### ***Education and Job Experience***

1. Technician's Diploma in Facilities/Building Management, or other professional credentials in Facilities Maintenance.
2. A minimum of 5 years' experience in a maintenance capacity.

Any other suitable combination of qualifications and experience may be considered.

### ***Knowledge, Skills, and Abilities***

1. Good network amongst utilities and state agencies
2. Good international business network including investor contacts in international markets.
3. Project Management Skills
4. Knowledge of facilities management and project management
5. Knowledge of maintenance contracts administration
6. Ability to maintain a flexible work schedule and to work well under pressure.
7. Ability to multi-task and manage time effectively.
8. Excellent negotiation skills
9. Self-motivated
10. Excellent interpersonal, networking and conflict resolution skills
11. Excellent technical writing, verbal, and presentation skills
12. Committed to working independently and as a team member.

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### **Instructions for Applicants**

Applications **must** be submitted via **email** to [careers@e-idcot.co.tt](mailto:careers@e-idcot.co.tt) and should include a cover letter and detailed Curriculum Vitae addressed to:

The Human Resources Department  
Eco-Industrial Development Company of Tobago (E-IDCOT) Ltd  
Isaac T. McLeod Building, Cove Eco-Industrial and Business Park  
Canoe Bay Road, Cove Estate, Tobago.

The cover letter and email subject **must** state the position being applied for and copies of all educational certificates **must** be attached.

Applications are to be **emailed** no later than **4.00 p.m.** on **Thursday 14<sup>th</sup> May 2026**. Late or incomplete applications will not be considered.

***We thank all applicants for their interest; however, only shortlisted candidates would be contacted.***