VACANCY-FACILITIES TECHNICIAN

The Facilities Technician supports the Facilities Manager and is responsible for the inspection of facilities and equipment to ensure optimal functioning and to perform maintenance and repair work.

Job Responsibilities

1. Performs maintenance and repairs involving areas such as electrical, carpentry, plumbing and air conditioning.
2. Performs routine, preventive maintenance jobs consistent with the maintenance schedule on equipment and building.
3. 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.
4. Conducts periodic inspections of buildings/facilities and equipment to ensure optimal functioning.
5. 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, faculty, contractors, visitors, and students.
6. Troubleshoots and resolves equipment issues, make necessary repairs, arrange for repairs to be conducted or advise management to facilitate corrective action.
7. Prepares and maintains records of all maintenance work completed.
8. Keeps records and other relevant documentation regarding all purchases and equipment installed and assists with the establishment of a facilities maintenance database.
9. Assists with the preparation of specifications and estimates for the completion of repairs as required.
10. Assists with identifying health and safety hazards and monitoring the use of facilities and equipment.
11. Provides support with the movement, reconfiguration and relocation of furniture and equipment.
12. Prepares reports on matters related to facilities management as required.

Education and Job Experience

1. Technician's Diploma or the equivalent in Civil/Structural/Mechanical/Electric Engineering or related discipline from a recognised institution.
2. Minimum of three (3) years' experience performing facilities/equipment maintenance and repair work.
3. Experience in the fields of plumbing, electrical, masonry, AC maintenance or general construction will be considered an asset.

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

Knowledge, Skills and Abilities

1. Knowledge of preventative maintenance pertinent to mechanical equipment, electrical equipment, air-conditioning systems, plumbing, and general construction.
2. Knowledge of equipment and tools used in preventative maintenance and repair.
3. Knowledge of the Occupational Safety and Health Act.
4. Some knowledge of facilities management.
5. Ability to adapt quickly and work in a fast-paced environment.
6. Excellent problem-solving and time management skills.
7. Detail-oriented and highly organized.

Instructions for Applicants

Applications ***must*** be submitted via ***email*** to 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 **Tuesday 24th November 2026**. Late or incomplete applications will not be considered.

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