



Facilities Management and Planning Engineer

FURTHER PARTICULARS

Be part of a Great West Indian Tradition

The University of the West Indies (UWI) is a well-established independent university that serves 17 countries of the Commonwealth Caribbean: Anguilla, Antigua & Barbuda, The Bahamas, Barbados, Belize, Bermuda, The British Virgin Islands, The Cayman Islands, Dominica, Grenada, Jamaica, Montserrat, St. Kitts & Nevis, St. Lucia, St. Vincent & the Grenadines, Trinidad & Tobago, and the Turks & Caicos Islands. [Read more ...](#)

Ranked Among the Best

Only Caribbean University Ranked Among BEST IN THE WORLD



- ▶ CARIBBEAN'S #1
- ▶ WORLD'S TOP 1.5 %
- ▶ LATIN AMERICA'S TOP 20
- ▶ WORLD'S GOLDEN AGE TOP 100
- ▶ IMPACT RANKINGS 2.5%

An innovative, internationally competitive, contemporary university deeply rooted in the Caribbean, The UWI is an international university, in every respect, with links extending beyond the region to well over 100 universities worldwide.

The Times Higher Education rankings in 2018 and 2019, placed The UWI as the number 1 ranked university in the Caribbean out of over 200 registered institutions across the region; and among the top 3% of some 2,000 registered universities in the wider Latin America and the Caribbean. In 2020 The UWI was ranked among the THE's top 100 "Golden Age" universities established between 1945 and 1967. [Read more ...](#)

About UWI

The first of UWI's five campuses began in 1948 at Mona, Jamaica, as a College of the University of London. The St. Augustine Campus in Trinidad & Tobago was added in 1961 and UWI achieved full university status in 1962. St. Augustine was followed by campuses at Cave Hill, Barbados (1963), the Open Campus (2008), and the Five Islands Campus in Antigua & Barbuda (2019). [Read more ...](#)

Our 8 Faculties

Teaching at the St. Augustine Campus takes place within eight faculties - Engineering, Food & Agriculture, Humanities & Education, Law, Medical Sciences, Science & Technology, Social Sciences, and Sport. Each Faculty offers a wide range of undergraduate and postgraduate programmes. [Find out more ...](#)

Get to Know Us

Visit <https://www.uwi.edu/> to find out more about The UWI. For more on the St. Augustine Campus, visit <https://sta.uwi.edu/>. Read the latest Campus news in our monthly publication, *UWI Today* and follow us on social media [Facebook](#), [Twitter](#), [Instagram](#), [YouTube](#), [LinkedIn](#).

About the FACULTY OF ENGINEERING

The Mission of the Faculty of Engineering is “to be the provider of a world quality education in Engineering, Geoinformatics and Geosciences and research and development programmes in support of the Caribbean Business, Industry and Infrastructure, with its graduates, staff and facilities being in the forefront in propelling growth, development and innovation in the Region.”

The Faculty of Engineering established in 1961 with 28 students, has now an enrolment of over 2000 students in the undergraduate and postgraduate programmes, distributed among the five Departments of Chemical, Civil & Environmental, Electrical & Computer, Mechanical & Manufacturing Engineering and Geomatics Engineering and Land Management. With such a large, growing student population, coupled with an academic staff complement of 80 members and a non-academic staff complement of approximately 200 members, the need for administrative support cannot be overemphasized.

The Faculty of Engineering is committed to the strategic objectives of the University but focuses heavily on three critical areas:

1. Curriculum and Pedagogical Reform (CPR) to improve the standard and quality of its academic delivery. Key here is the Faculty's aim of full adoption of teaching and assessment methods based on well-defined programme and learning outcomes.
2. Innovation and Research in a connected and symbiotic relationship that targets regional development in the first instance.
3. Support Systems that embody:
 - a. A well-defined, efficient and effective support and enabling administrative systems and processes
 - b. An infrastructure that supports the educational thrust
 - c. An environment that provokes creative thought

Tenure of Appointment

Appointment as Facilities Management and Planning Engineer will normally be for three (3) years in the first instance, with eligibility for consideration for renewal.

Subsequent to the first appointment a member of staff who has served in an academic position in this or some other University for a period of six (6) years will be eligible for consideration for appointment on indefinite tenure.

Further details may be obtained from the Campus Registrar,
The University of the West Indies, St.
Augustine, Republic of
Trinidad and Tobago.

Research

Research in the Faculty of Engineering focusses on a range of theoretical questions in and beyond the Caribbean and its diaspora. For information on the research conducted, visit the Faculty webpage at <https://sta.uwi.edu/eng/>

The University of the West Indies supports the research activities of permanent members of staff by providing study leave, special leave for scholarly purposes, and sabbatical leave, as well as offering funding for research trips, fieldwork, institutional visits, conference participation and organisation, and research assistants. For more information on research funding, see <http://sta.uwi.edu/research/funding.asp>

Facilities Management and Planning Engineer

Qualifications and Experience

The successful candidate must possess a MSc from a recognized university, which should be in Project Management, Engineering Management, Facilities Management or a closely related field.

Candidates should also possess:

- A BSc in Mechanical Engineering or related Engineering field
- At least three (3) years' experience in managing facilities
- Demonstrable experience in project management, facilities management and budgeting
- Creating preventative maintenance schedules and managing same

Candidates with the following would have an advantage:

- OSH Certification
- Experience in repair and maintenance of HVAC systems
- Experience in managing technical staff
- Possess a track record of skills acquired in the following areas:
 - Critical decision making
 - Oral and written communication skills
 - Analytical and problem solving skills
 - Leadership skills
 - Relationship management skills
- Evidence of prior success in procurement and tenders

Familiarity with The UWI business processes would be considered an asset.

Special Responsibilities

- Establishing and overseeing all planned maintenance and repair work and upgrade activities for the Faculty, including:
 - Creating preventative maintenance schedules and managing same
 - Initiating all inspections of the Faculty's buildings in need of repair and/or service
 - Organizing repair work
 - Updating repair and maintenance records on all building infrastructure, utilities equipment – HVAC, lighting, power, steam, water etc. and creating or modifying as-built CAD drawings as necessary
- Preparing and managing the yearly building repairs and maintenance budget for the Faculty
- Developing and executing small building contracts
- Establishing corrective and emergency maintenance procedures; proactively coordinating with supervisors and heads of other sections to establish standardized working relationship protocols
- Monitoring work specifications in relation to designs and plans and examining same for accuracy and estimates material costs
- Ensuring the safety of personnel and building tenants when performing jobs
- Managing technical staff in the Engineering Services Unit
- Performing any other duties as may be assigned by the Deputy Dean Facilities/Workshop Engineer and/or the Dean

Personal Attributes

The Campus places high priority on individuals of integrity who can work well in a team and student friendly environment. Candidates should also possess good communication and

interpersonal skills. A good command of both oral and written English is essential.

Candidates should also:

- Be willing to work flexible hours as and when required
- Be able to relate to internal and external stakeholders (maintenance contractors, suppliers and customers)
- Have a good understanding of safety regulations and the OSH Act
- Be creative and innovative
- Have a good understanding of management best practices and overall systems optimization
- Be able to pay attention to detail, and demonstrate capacity to deal with changing work-related circumstances
- Possess a high degree of honesty and integrity
- Be able to exercise good judgement

The Registry
St. Augustine
File # 173-22 III
2023 September
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Remuneration Package

Annual Salary Range:

Level II:

Minimum: TT\$ 239,544.00 per annum

Maximum: TT\$ 279,792.00 per annum

Level III:

Minimum: TT\$ 299,916.00 per annum

Maximum: TT\$ 333,456.00 per annum

Benefits:

- Special allowance of 6% of basic salary;
- Transportation Allowance of TT\$3,250.00 per month;
- Unfurnished accommodation at 10% or furnished at 12½% of basic salary, or housing allowance of 20% of basic salary to staff making own housing arrangements;
- UWI contribution of equivalent of 10% of basic salary to Superannuation Scheme;
- Annual Study and Travel Grant (available after first year of service) -TT\$24,548.00 per annum;
- Institutional Visit Allowance (available after first year of service) – TT\$7,200.00 per annum;
- Book Grant – TT\$6,000.00 per annum;
- Contributory Health Insurance – 50%;
- Group Life Insurance Scheme