



GOVERNMENT OF GRENADA

VACANCY NOTICE

August 8th, 2025

Job Title: Facilities Manager

Reports To: Director of Hospital Services

POSITION SUMMARY:

The **Facilities Manager** administers and directs programs to manage building maintenance, grounds, and equipment and to procure or generate utilities and their distribution systems. The Facilities Manager also coordinates all aspects of the construction and renovation programs.

The incumbent is guided by thorough knowledge of facilities engineering and construction principles, practices and procedures, applicable laws and government regulations, principles of management and supervision and procedures and policies of departments and facility.

EDUCATION/EXPERIENCE:

- Bachelor's degree in Engineering or related fields with 2 years' experience at a director's level
- 5 years of engineering, maintenance, and construction experience in health care institutions with related continuous education courses.

REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

- Ability to communicate effectively in written format and oral presentations.
- Ability to multi-tasks and establish priorities.
- Ability to maintain organization in a changing environment.
- Exhibits initiative, responsibility, flexibility, interpersonal skills and leadership.
- Possess a thorough knowledge of contract administration and office procedures.
- Possess experience in project management.
- Ability to use working knowledge of working environment to meet established goals and objectivess
- Possess a strong knowledge and understanding of healthcare building mechanical, structural, and electrical systems.

- Must have knowledge and expertise in NFPA, JCI, DNV, OSH codes or similar local and international codes and regulations and the ability to interpret and implement.

Computer Skills:

- Proficient in the use of Windows based office software including but not limited to Microsoft Office, Word, Excel, PowerPoint and Outlook.

Equipment, Machine, or Manual Skills Required:

- Good physical condition and ability to operate departmental equipment.

Physical Demands:

- Sits; stands; bends; kneels; climbs stairs, ladders and equipment; has good sense of balance to work on heights. Some lifting of medium and/or heavy equipment and tools.

Working Conditions:

- Some exposure to hazards or risks. Heat, noise, dust and dirt, areas requiring infection control. Ability to meet deadlines and make sound decisions, sometimes under stress. Work whatever hours are necessary to maintain facility in a safe manner including nights and weekends.

Personal Contacts:

- Administrative, medical, and supervisory staff, employees, patients, representatives of governmental agencies, architects, contractors, vendors, etc. Interpersonal skills are necessary to deal effectively and courteously with the above contacts.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plans, organizes, and controls functions and activities of plant operations, maintenance and building renovations.
- Reviews and evaluates existing programs, services, policies and procedures.
- Develops, recommends and implements or guides implementation of new and/or modified programs, services, policies and/or procedures.
- Meets with medical, administrative, and supervisory staff, as well as ministries, government departments, community groups, contractors, architects, and engineers to plan, organize, coordinate, and/or communicate programs, services, policies and/or procedures.

- Monitors flow and quality of work to assure timely completion of workload and adherence to facility's standards and regulations.
- Ensures adequate inventories of supplies and approved requisitions for equipment, supplies, etc., as authorized.
- Prepares and manages departmental budgets, including utilities energy savings program.
- Prepares and maintains a variety of departmental records and reports.
- Manages and ensures compliance with NFPA, JCI, DNV, OSH and other relevant local and international codes.

Performs a variety of supervisory functions

- Assigns work to staff and supervises training of personnel.
- Monitors work performance and prepares/reviews performance evaluations for assigned personnel.
- Schedules and approves vacation and holidays.
- Orients new employees and provides on-the-job training to assigned personnel.
- Resolve complaints and disciplines employees, as required.
- Interviews applicants and recommends qualified individuals for hire.
- Informs employees of salient features of facility's personnel and employee relations programs and answers questions regarding it or refers them to appropriate sources for additional information.

Plans, coordinates, and monitors construction and development of physical facilities

- Reviews, evaluates, and recommends approval of plans for construction.
- Advises on structural changes and additions and/or modifications to buildings.
- Interviews independent contractors to receive and analyze bids, including blueprint analysis of proposed changes.
- Submits bids and recommendations to administration for consideration.
- Serves as liaison with contractors, architects, engineers, and material and equipment suppliers.
- Negotiates with outside vendors for preferred agreements.
- Responsible for grounds care and debris removal.
- Responsible for in-house fire response team.
- Performs other services and duties, as delegated, and serves on a variety of facility committees as required by administration.

SUBMISSION REQUIREMENTS:

Interested individuals who meet the minimum qualifications are invited to submit their application (cover letter and CV) containing the names and contact info of two professional references. Applications should be submitted via email to the following addresses with the subject line “**Application: Facilities Manager**” by September 8th, 2025.

To:

Ms. Andrea St. Bernard

Project Sponsor, Project Polaris

Email: astbernard@gov.gd

In copy:

Mrs. Kimica Hopkin

Policy Analyst, Ministry of Finance

Email: kimica.donald@policyunit.gov.gd

Mr. Damian Dolland

Strategic Advisor, Project Polaris

Email: damian.dolland@darisami.com