



- Prepare and maintain records of all contents of all building, machinery, equipment, plants etc. at parks and facilities
- Performs other duties as assigned.

### **KNOWLEDGE, SKILLS AND ABILITIES**

#### **KNOWLEDGE:**

- Knowledge of OSHA
- Knowledgeable in the practices of researching operational issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective reports.

#### **SKILLS AND ABILITIES:**

- Skill in the use of personal computer
- Good problem solving skills
- Ability to communicate effectively both orally and in writing; and to prepare reports, briefs and other documents.
- Ability to establish and maintain effective working relationship with associates and members of the public.
- Ability to plan, organize, assign, review, and evaluate the work of staff; train staff in work procedures.
- Ability to work with little supervision

### **MINIMUM EXPERIENCE AND TRAINING**

- Bachelor's degree in natural science, public or business administration, facilities management or a related field minimum of five (5) years of relevant working experience, with at least three (3) years in a managerial/supervisory capacity.

#### **OR**

- Any combination of training, education, and experience including at least three(3) in a managerial/supervisory capacity

### **SUBMISSION OF APPLICATION**

- Submit your application letter, curriculum vitae together with copies certificates and two (2) References by January 15<sup>th</sup> 2021 to:
- The Administrator, Division of Tourism, Culture and Transportation, #12 Sangster's Hill, Scarborough, Tobago or email to email to [hrdotct@gmail.com](mailto:hrdotct@gmail.com)