



**JOB DESCRIPTION**

**CONTRACTUAL POSITION**

<b>JOB TITLE: PARKS AND FACILITIES MANAGER</b>	
<b>JOB SUMMARY:</b>	
The incumbent is responsible for the overall management of Parks and Facilities under the purview of the Division of Tourism, Culture, Antiquities and Transportation.	
<b>REPORTS TO:</b>	Tourism Manager
<b>SUPERVISION GIVEN TO:</b>	Designated Staff
<b>DUTIES AND RESPONSIBILITIES:</b>	
<ul style="list-style-type: none"> <li>• Manages Parks and Facilities under the purview of the Division of Tourism Culture and Transportation this includes grounds, buildings and historical monuments.</li> <li>• Ensures that all grounds, natural, cultural and historical resources at Parks and Facilities are well maintained and protected at all times.</li> <li>• Performs regular inspections of Parks and Facilities, documenting and reporting all findings to supervisor.</li> <li>• Follow up with relevant personnel/department to ensure that all reported issues are rectified in a timely manner.</li> <li>• Ensures that facilities are in compliance with OSHA Act and all Occupational Health and Safety guidelines are adhere to.</li> <li>• Liaise with the Project Implementation department for maintenance, remedial and developmental works to Parks and Facilities</li> <li>• Supervise staff ensuring that tasks are performed correctly, efficiently and effectively.</li> <li>• Prepare reports as required.</li> <li>• Works collaboratively with internal and external customers.</li> <li>• Receives, investigates, and responds to problems and complaints from citizens, other department representatives, and outside agencies in a professional manner; identifies and report's findings and takes necessary corrective action.</li> <li>• Prepare and maintain records of all contents of all building, machinery, equipment, plants etc. at parks and facilities</li> </ul>	

<ul style="list-style-type: none"> <li>• Performs other duties as assigned.</li> </ul>	
<b>KNOWLEDGE, SKILLS AND ABILITIES</b>	
<b>KNOWLEDGE:</b>	<ul style="list-style-type: none"> <li>• Knowledge of OSHA</li> <li>• Knowledgeable in the practices of researching operational issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective reports.</li> </ul>
<b>SKILLS AND ABILITIES:</b>	<ul style="list-style-type: none"> <li>• Skill in the use of personal computer</li> <li>• Good problem solving skills</li> <li>• Ability to communicate effectively both orally and in writing; and to prepare reports, briefs and other documents.</li> <li>• Ability to establish and maintain effective working relationship with associates and members of the public.</li> <li>• Ability to plan, organize, assign, review, and evaluate the work of staff; train staff in work procedures.</li> <li>• Ability to work with little supervision</li> </ul>
<b>MINIMUM EXPERIENCE AND TRAINING</b>	
<ul style="list-style-type: none"> <li>• 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.</li> </ul> <p><b><u>OR</u></b></p> <ul style="list-style-type: none"> <li>• Any combination of training, education, and experience including at least three(3) in a managerial/supervisory capacity</li> </ul>	

### SUBMISSION OF APPLICATIONS

Submit your Application Letter, Curriculum Vitae, Copies of Certificates and two (2) References by **Friday March 31<sup>st</sup>, 2023** to:

The Administrator,  
 Division of Tourism, Culture, Antiquities and Transportation,  
 #12 Sangster's Hill, Scarborough, Tobago.