

## CAREER OPPORTUNITY

SporTT is seeking to recruit a suitably qualified individual for the following position in the Facilities Department:

### **MANAGER, FACILITIES OPERATIONS - TOBAGO**

#### **JOB SUMMARY:**

The incumbent is required to oversee the maintenance and general upkeep of the building, security, plumbing, electrical for all SporTT facilities. He/she is also required to manage all aspects of the day-to-day management of the SporTT facility assigned by managing and overseeing all activities and operations as well as staff and employees of service providers of the designated facility and its satellite facilities.

#### **ROLES AND RESPONSIBILITIES**

- Develop a facilities management strategy for the Stadium which delivers a high level of support and service to all departments and event owners.
- Collaborate with Partnerships & Alliances re Business Development initiatives to increase usage of the stadium's facilities.
- Assist in management of work programs for the maintenance of buildings, plumbing systems, electrical systems, computer networks, alarm systems, landscaping and parking areas.
- Oversee the production of monthly financial reports.
- Perform regular inspection of facilities and initiates requests for any necessary maintenance work.
- Maintain the safety and quality of all playing surfaces and ensure safety of all athletic competition and activities of facility users.
- Assist in preparation of budgets and work scopes for contracted maintenance activities.
- Establish usage procedures and guidelines for staff and communicate these procedures as required, and as part of staff induction.
- Oversee and provides event coordination and ensures proper scheduling of set up and take down for meetings and other events.
- Serve as primary contact for facility related emergencies, which may require evening and weekend work.
- Supervise the daily maintenance of the facility and maintenance contractors.
- Manage the daily schedules of external maintenance contractors at the facility.
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- Act as first line of contact with respect to performance issues of contractors and recommends preferred suppliers.
- Develop and maintain a relationship with all contactors and vendors ensuring efficient facility operations.
- Work directly with Elite Athlete Wellbeing, Sport Development and Facilities Maintenance departments to plan, schedule maintenance program for the respective facility and its amenities.
- Supervise the management of bookings and rentals of the stadium's facilities.
- Assist in the inspection of building structure and report on concerns if necessary.
- Schedule, coordinate and monitor permits for use of the stadiums and facilities by outside parties, respond to requests and inquiries regarding facility rental, resolve customer complaints.
- Perform other related duties as required.

## **QUALIFICATIONS**

- Business, Facility Management or Engineering Degree or Diploma  
Or
- Any equivalent combination of experience and training

## **EXPERIENCE**

- Minimum of five (5) years managerial position in a related field/position

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Financial Knowledge of Budgets, P&Ls and other financial reports
- Sourcing Information & Data Analysis
- Rational Thinking & Decision Making
- Knowledge of Business Operations
- Business Administration
- Knowledge & interpretation of drawings/schematics & protocols (Civil, M&E sets)
- Operating & maintenance knowledge of most of the standard Facilities equipment (BMS, A/Cs, Generators, etc.)
- Energy Management
- Experience with CMMS software
- Knowledge of Health & Safety Policy/OSHA regulations
- Team Management
- Local Government Regulations for management of buildings, utilities, and personnel



Applications with full resumes should be sent to:

**The Human Resource Department**

The Sports Company of Trinidad and Tobago Limited  
National Cycling Velodrome, Off Couva Main Road, Balmain, Couva, Trinidad & Tobago  
Email: [recruitment@sportt-tt.com](mailto:recruitment@sportt-tt.com)

Deadline for submission of applications:

**No later than:**  
**Tuesday 30<sup>th</sup> December 2025**