

CAREER OPPORTUNITY

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

TECHNICIAN, FACILITIES

JOB SUMMARY:

The incumbent is required to supervise assigned staff and provide direct support to the Manager, Facility Operations by regularly conducting inspections of designated SporTT facilities and equipment to ensure optimal functioning and provide proactive maintenance and responsive service for repairs and projects for the organization's facilities.

They may also be called upon to perform basic maintenance and repair work, in addition to assisting with the supervision of service providers and contractors and submit recommendations on existing operational arrangements to aid in proper planning and preventive maintenance of facilities, thereby fulfilling the mandate of SporTT.

ROLES AND RESPONSIBILITIES

- Inspect maintenance works and/or repairs in progress and appropriately record contractor/consultant/vendor performance that is not in keeping with manufacturer's specification, approved scope of works, and/or formal contract.
- Conduct routine inspections at all assigned facilities; identify any potential health and safety hazards and take appropriate action in keeping with the organisation's standard operating procedures.
- Troubleshoot, diagnose and resolve equipment issues, makes necessary repairs, arranges for repairs to be completed or advises management to facilitate corrective action.
- Perform basic preventive, routine or break-down maintenance and repairs involving areas such as electrical, carpentry, plumbing, pest control, and air conditioning.
- Work together with Engineering Services team to maintain optimum operating condition of equipment and facilities.
- Conduct all duties in conformance with Health, Safety, Environment & Security (HSES) requirements.
- Assist in the supervision of service providers and contractors at designated SporTT facilities.
- Supervise, schedule and assign activities to the skilled & semi-skilled labourers to complete daily duties
- Receive service requests and transmit the same to the relevant personnel undertaking follow-up activities as required.
- Keep records and other relevant documentation in respect of all purchases and equipment installed

- Assist with the establishment of a facilities management database.
- Assist in the preparation of monthly reports.
- Receive and investigate complaints and provide feedback through the relevant channels.
- Report daily activities and status of operation of equipment and facility.
- Perform special assignments and other related duties as required.

QUALIFICATIONS

- A Technician's Diploma or the equivalent in Civil/Structural/Mechanical/Electric Engineering or related discipline from a recognised institution

EXPERIENCE

- A minimum of two (2) years' experience in a related field
- Experience in the following field Mechanical or Electrical or HVAC Engineering.
- Proficient in Microsoft Office Suite
- Project Management certification

KNOWLEDGE, SKILLS AND ABILITIES

- Skilled in both oral and written communication.
- Knowledge of customer service.
- Knowledge of preventative maintenance pertinent to mechanical equipment, electrical equipment, air-conditioning systems, plumbing and general construction.
- Knowledge of equipment and tools used in preventative maintenance and repair.
- Knowledge of the Occupational Safety and Health Act.
- Knowledge of facilities management.
- Ability to prepare specifications and estimates pertinent to facilities and equipment maintenance and repair.
- Ability to use/operate equipment and tools used in preventative maintenance and repair.

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 and Tobago
Email: recruitment@sportt-tt.com

Deadline for submission of applications:

No later than:
Tuesday 30th December 2025