CAREER OPPORTUNITY

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

MAINTENANCE PLANNER / COORDINATOR

JOB SUMMARY:

The incumbent will plan, schedule and coordinate preventive and corrective maintenance activities across SPORTT facilities, working with internal teams and external service providers to support the reliable operation of facilities and equipment. The role also supports work-order administration, maintenance planning, inventory coordination and the effective use of the Computerized Maintenance Management System (CMMS).

ROLES AND RESPONSIBILITIES:

- Develop and coordinate preventive and corrective maintenance schedules for facilities, plant and equipment.
- Work with the Facilities Maintenance Manager, supervisors and other stakeholders to support the annual maintenance plan and prepare maintenance budget estimates.
- Liaise with contractors, vendors and service providers to schedule repairs, servicing and maintenance activities.
- Prepare work orders, scopes of work, specifications and related work details for maintenance activities.
- Coordinate internal work crews, monitor work progress and follow up to ensure work orders and job cards are completed and closed.
- Support inventory and stores management, including spare-parts stock levels, tools, supplies and equipment availability.
- Monitor the use of personal protective equipment (PPE), other resources and compliance with health and safety requirements.
- Support technicians with equipment inspections and maintenance logs, and assist with the administration of the CMMS.
- Prepare maintenance-related KPIs, dashboards, productivity reports, meter-reading reports and facility inspection reports.
- Provide administrative support to managers, including work-order administration and tenant communication.
- Develop maintenance and training manuals and cross-train with Helpdesk and Storekeeping functions to provide operational support when required.
- Perform related work as may be required by the job functions.

QUALIFICATIONS:

- Associate Degree or Technical Diploma in Civil, Mechanical, Electrical or another relevant technical discipline.
- Prior experience in stores, Maintenance, Repair and Operations (MRO) management or inventory control.
- A Technician’s Diploma is desirable.

- A Bachelor's Degree in Mechanical or Electrical Engineering is desirable.
- Knowledge or experience with Building Management Systems (BMS) and Computerized Maintenance Management Systems (CMMS) is desirable.
- Certified Facility Manager (CFM) credential and a Heavy T driver's permit are desirable.

EXPERIENCE:

- At least three (3) years' experience in preventive maintenance management or planning.
- At least two (2) years' experience as an Assistant Manager or Supervisor in a Maintenance or Facilities Department.

KNOWLEDGE, SKILLS AND ABILITIES:

- Strong customer service, communication and coordination skills.
- Ability to source information, analyse data and support evidence-based decisions.
- Ability to interpret drawings, schematics and protocols relating to civil, mechanical and electrical systems.
- Knowledge of the operation and maintenance of facilities equipment, including building management systems, air-conditioning units and generators.
- Experience using CMMS software and Microsoft Office applications.
- Knowledge of health and safety requirements, including applicable OSHA regulations.
- Team coordination and management skills, with an understanding of local regulatory requirements relating to buildings, utilities and personnel.

Candidates should demonstrate sound planning and organisational skills, attention to detail, good judgement and the ability to coordinate multiple maintenance activities and deadlines. The role requires site visits and inspections, including work in varying weather and site conditions.

Applications with full resumes should be addressed and 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

recruitment@sportt-tt.com

Deadline for submission of applications:

Friday 13th November 2026

Employment Type/Duration: Contract 6 months

Dated: 4th November 2026