

Join a team who cares about excellence

# ASSISTANT FACILITIES MANAGER

## FACILITIES MANAGEMENT DEPARTMENT

**BHB** ensures the highest in quality health care through service excellence, education and leadership. We seek qualified, highly motivated, and experienced professionals to work in a supportive but demanding environment.

### Key responsibilities include:

- Contributes to the achievement of Bermuda Hospitals Boards (BHB) business and strategic goals
- Provides effective day-to-day management of defined non-clinical services ensuring that they fulfill their function successfully, economically and efficiently and that the estate meets its statutory requirements
- Diagnoses remedial works and makes recommendations on corrective action and monitors same. Also, regularly inspects the grounds and premises to indentify deficiencies and potential areas of concern
- Assists with the preparation of contracts and facilities documents including specifications for submission to outsourced providers and with the monitoring of service level agreements which includes providing regular reports on service quality and financial performance
- Assists with the management of the section's allocated budget and prepares progress, performance and financial reports for consideration by the Facilities Manager
- Assists with the preparation of facility condition assessment (FCA) surveys, with the rolling and annual estate maintenance programmes and implements works identified in these programmes
- Ensures that all operational expenditures are compliant with BHB's standing financial instructions and other relevant financial controls
- Manages a team of supervisory staff and contractors and has indirect responsibility for technicians and staff labourers

### Qualifications &/ Registration required:

- An Associates Degree or equivalent in building, engineering or facilities management discipline, or closely related field. Or, any other equivalent combination of education, training, and experience that provides the requisite knowledge, skills and abilities for the job
- Chartered or Registered professional, building surveyor, architect or engineer or part professional qualification desirable
- Minimum of three (3) years post qualification facilities management experience at a middle management level in a large complex organization
- Must be able to tackle complex issues incorporating excellent people management and communication skills
- Must be knowledgeable in contract and facilities management
- Must be computer literate. Proficiency with MS Office and Facilities Management IT packages

If you want to make a difference, visit [www.bermudahospitals.com](http://www.bermudahospitals.com), and apply through BHB Jobs NOW.

Select "Work at BHB" and follow the steps.

**Closing date for applications is: February 2, 2012.** Pre-employment substance abuse screening is mandatory for all successful candidates.



Human Resources, Craig Appin House  
8 Wesley Street, Hamilton HM11, Bermuda

Tel: (441) 239-2955

[www.bermudahospitals.com](http://www.bermudahospitals.com)

**Bermuda Hospitals Board**

JOIN  
OUR VISION IS TO BE THE FIRST CHOICE  
FOR HEALTH AND WELLNESS