

BLDC

BERMUDA LAND DEVELOPMENT COMPANY, LTD.

Our client, Bermuda Land Development Company Ltd., is seeking a qualified person to join their team as the **Assistant Facilities & Plant Operations Manager**. Reporting directly to the Manager, Facilities & Plant Operations the post holder must be highly organized and be able to manage multiple projects and meet deadlines.

Key responsibilities include:

- Managing the Facilities staff including mechanical services [HVAC/plumbing], electrical, carpentry, masonry, telecommunication services, landscaping, and roads as well as management of the water infrastructure, including fresh water, R/O Plant, waste water and fire mains including all emergency, routine and preventative maintenance and repairs.
- Overseeing building and property maintenance and operations including all emergency, routine and preventive maintenance and repair; campus facilities and equipment, including roads and telecommunications infrastructure.
- Liaising with architects, engineers, contractors and other vendors, securing quotes and making recommendations as well as monitoring service delivery against project specifications.
- Implementing and ensuring all policies and procedures are consistently adhered to (including environmental, quality assurance, and health & safety).

Experience & Qualification Requirements:

- A minimum of five (5) years' experience in all aspects of facilities maintenance and construction management, with a recognized Facilities Management or Construction Management qualification (e.g. FM, PMP, PMI, CCM) is required.
- Excellent interpersonal, written and verbal communication skills is essential in order to communicate effectively with a variety of stakeholders including management, tenants, staff, contractors, suppliers and others. A proven track record of staff management, teamwork and customer focus is a must.
- Applicants must be fully acquainted with the requirements pertaining to building codes and building and construction regulatory requirements.
- Demonstrated proficiency in Microsoft Office Suite in particular Excel, and a working knowledge of Microsoft Project with the ability to create, track and monitor projects, produce reports, charts and graphs.
- The successful candidate must also have a thorough working knowledge and understanding of project management and contract administration which demands a high level of technical ability in the preparation of tenders through to the close out of projects.

Please apply in confidence, no later than **June 9th 2016** to:

Performance Solutions Limited

Reference: BLDC Facilities

Suite 350, 48 Par la Ville Road, Hamilton HM11

Ph: 441-232-5270 Email: hr@psolutions.bm