

# Manager Facilities & Premises

BTC is seeking an individual with strong leadership, relationship and proven management skills along with working knowledge of technical, mechanical and civil engineering methods and terminology for the position of Manager Facilities & Premises.

The BTC logo is displayed in a stylized, bold, white font on a dark grey background. The letters are slightly italicized and have a modern, sans-serif appearance.

The Manager Facilities & Premises has the responsibility to monitor, analyze and support civil and mechanical related projects and for the provision of management oversight of BTC's premises including buildings, physical plant, physical security, transport vehicles and warehousing. The Manager Facilities and Premises ensures that BTC facilities are fully functional and operating at prescribed standards thereby enabling the business to operate effectively and efficiently to meet or exceed defined goals and objectives.

## **Essential Responsibilities include (but not limited to):**

- Oversee all building systems including fire/life safety, plumbing, power / electrical and HVAC, remaining current with latest HVAC technology trends to support the operational needs of the business
- Provide management oversight for the purchase, maintenance and all operational aspects of vehicles employed by BTC ensuring that the required standards of safety and roadworthiness are met in accordance with the Transport Control Department and Insurance companies
- Provide management direction for the sourcing and purchase of all project related materials, inventory and supplies ensuring that all imports are carried in accordance with local regulations and within established budget constraints
- Oversee the management of all inventory and stock ensuring that the storage facility is well organized, the issue process is well controlled and that minimum stock levels are maintained for critical items and consumables.
- Formulate and coordinate program specifications, requests for proposals, contracts, and associated documents. Prepare financial proposals and quantity surveys to support capital projects for review and approval by the Senior management team
- Oversee and manage capital and O&M projects through their complete lifecycle and in accordance with agreed specifications with minimum disruption to business operations
- Oversee and direct maintenance personnel, workers and contractors engaged in equipment installation, facilities equipment repair, and preventive maintenance. Acts as liaison to Public Utility, Government, Environmental, and Energy Agencies

## **Qualifications & Experience required:**

- BA or equivalent in Environment Sciences and Health, Civil or Structural Engineering, with a minimum of 8 years related experience, five of which include management experience

Interested persons should apply with a cover letter and detailed resume via [www.btc.bm](http://www.btc.bm), click on the Careers link.

**CLOSING DATE: September 6<sup>th</sup>, 2017**

BTC is committed to maintaining a substance free workplace. Applicants will be subject to pre-employment substance screening prior to receiving an offer of employment.