

DEPARTMENT:	HSSEF and Orbis
LOCATION:	211-212 New Market Street, Georgetown, Guyana
JOB TYPE:	Mixed (Office and Field)
JOB TITLE:	Facilities Assistant
DIRECTLY REPORTS TO:	Manager-Health Safety Security Environment and Facilities / Vice President- El Dorado Offshore
DEPARTMENT LEAD:	Regional Manager- HSSEF
OVERSEEING ELT MEMBER	Vice President- Projects

JOB PURPOSE:

The Facilities Assistant is responsible for general maintenance of all company assets and Fleet maintenance. Overseeing the work of contractors, subcontractors, outsourced service providers and employees and assisting in the development of Scope of works for Facilities related project in conjunction with the HSSE&F Admin and Manager.

KEY DUTIES AND RESPONSIBILITIES:

NB. Each item includes meeting KPI targets, compiling and submitting KPI reports.	Approx. % of time annually
1. Fleet Maintenance <ul style="list-style-type: none"> • Conduct Weekly and Monthly Inspections on Company Fleet, ensure all vehicles are always in good condition. • Coordinate in conjunction with HSE&F Admin to ensure all bike and vehicles are serviced on time. • Ensuring all legal fleet documentation are renewed and updated. • Liaise with contractors on any issue relating to the provision of their services. • Reports any defects or incident immediately to supervisor. 	35
2. Asset Maintenance <ul style="list-style-type: none"> • Execute maintenance work on buildings, staff house such as lawn maintenance painting, cleaning, plumbing, basic masonry, and carpentry work. • Work in conjunction with HSSE&F Admin to coordinate maintenance of company assets. • Coordinate the process of disposing assets disposal as required in accordance to company procedures. • Assist HSSEF Manager in the development and review of policies for asset/property management in accordance with best practice methods and international accounting standards. • Monitor performance of external service providers to ensure alignment with contract requirements and scope. • Oversee Pest Control servicing. • Coordinating employees stay at Staff house in conjunction with Security. 	35
Orbis Caribbean Duties	30

LAST REVISED	
---------------------	--

<ul style="list-style-type: none"> • Assisting with coordination of Facilities support for Windsor property and office spaces. • Coordinating with 3rd parties when necessary to arrange quotations for Orbis upon client request for space that requires renovation/ construction. • Ensure that basic facilities such as water, electricity, backup generator are well-maintained. • Performs site visits to all facilities and carries out periodic inspections of equipment and systems to ensure optimal functioning. • Performs site visits with clients to the Windsor property and office spaces. • Inform in a timely manner of any refurbishments to be made so that they can be coordinated to ensure they all run smoothly and according to plan. • Execute maintenance work on buildings, staff house such as lawn maintenance painting, cleaning, plumbing, basic masonry and carpentry work. 	
<i>Total:</i>	<i>100%</i>

QUALIFICATIONS AND EXPERIENCE:

- 1-year minimum experience in Building maintenance.
- 1-year minimum experience in operating a Grass Cutter.
- 1-year Experience in Vehicle management
- Holder of a valid driver’s license for a minimum of two (2) years, ability to drive both automatic and manual transmissions.
- Basic Computer skill would be an asset.

HSSEQ RESPONSIBILITIES:

- Maintain standards of safety and comply with Company’s Health, Safety & Environment Management System requirements.
- Observe all health and safety rules and regulations.
- Stop all work if any unsafe conditions exist or unsafe practices are observed.
- Report any unsafe conditions or practices to your supervisors.
- Understand how to perform jobs assigned in accordance with operating procedures and/or work instructions.
- Do not undertake any job you do not understand – ask your immediate Supervisor once there is any doubt.
- Wear and use all safety equipment required to ensure the safe execution of the specific job.
- Participate in mandatory toolbox meetings, safety meetings and training sessions (internal and/or external) as required.
- Report all incidents immediately to your supervisor.
- Cooperate during incident investigations so that the incident causes can be determined, and corrective action taken.
- Tag and report all defective tools or equipment immediately.
- All staff are to adhere to the guidelines stated in the Policy Manual.

KNOWLEDGE, SKILLS, ABILITIES, CHARACTERISTICS:

- **Enjoyable to work with** - especially with direct team members.
- **Highly reliable** - your supervisor and co-workers must have confidence that when assigned a task, you will get it done in a timely manner with a high quality of work.

LAST REVISED	
---------------------	--

- **Management of time and tasks** – can work on multiple tasks, meet KPIs, reorganize and work on high priority tasks, handover tasks when going on leave.
- **Technical Analysis of requests** - quickly process and understand requests, identify where external assistance is needed, document concisely and clearly what is required, plan how to respond.
- **Problem solving** - suggest recommended actions rather than just ask for help, come up with innovative ideas, pre-emptively identify issues with existing procedures and implement solutions.
- **Quality Assurance** – Quickly picks up technical errors, typos, issues with sentence construction, gaps in logic, incorrect or missing pricing, whilst reviewing requests, quotes and technical proposals
- **Teamwork and Emotional Intelligence** - work well with others in the department, work well with other departments, build mutual trust and respect, develop strong professional relationships with others in the company, display emotional intelligence when dealing with others.
- **MS Office** - Intermediate to Advance in the use of MS Word, Excel, PowerPoint, Teams.

WORKING CONDITIONS

- Physical demand – All Ramps and Orbis Locations
- May attend virtual or in-person conferences, workshops, meetings, etc.
- Will be required to be on site visits from time to time (shorebase, ports, vessels, etc).

I hereby confirm I have read and accept the duties and responsibilities outlined within.

EMPLOYEE SIGNATURE:

EMPLOYEE NAME (PRINT):

DATE:

LAST REVISED