

## JOB DESCRIPTION

<b>JOB TITLE</b>	Premises Administration Officer
<b>LOCATION</b>	Kingston
<b>DEPARTMENT/UNIT</b>	Operations/Facilities
<b>REPORTS TO</b>	Manager – Facilities
<b>DIRECTLY SUPERVISES</b>	Groundsmen
<b>INDIRECTLY SUPERVISES</b>	-
<b>TERMS</b>	Permanent <input checked="" type="checkbox"/> Contract <input type="checkbox"/> Full-Time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/>

### Job Summary

The Premises Administration Officer must oversee and assess all aspects of building maintenance and management of grounds and Recreational Centre. This includes identifying and overseeing minor repairs and routine refurbishment to ensure the premises and environs meet the highest possible standards.

### Essential Duties and Responsibilities

1. Complete documentation for stationary requisitions, payment for contractors, purchase orders, cheques for the purchase of maintenance stocks, cash advance, meal allowance reconciliation, etc.
2. Liaise with contractors for estimates and follow up on purchase orders.
3. Assist in the coordinating and recording of overtime works, time keeping for Facilities team members, record keeping of attendance/leave of Facilities team members.
4. Manage the Maintain-X platform.
  - a. Assign tasks to technicians
  - b. Follow up on outstanding tickets and ensure they are completed on time
  - c. Ensure tickets are updated as required
  - d. Close completed tickets
5. Assist in the maintenance and the upkeep of the general appearance of the Bank's building and to ensure and maintain a safe and healthy working environment for the Bank's staff and customers.
6. To assist in and provide support to other departments for any special exercise or activities concerning the Bank's operation.
7. Maintain department filing

8. Undertake all such other duties and responsibilities as may be assigned by Management from time to time.
9. General oversight of Premises and Grounds to ensure that required standard is maintained.
10. Arrange and oversee maintenance of lawns at Kingston, Recreational Centre, Lama Avenue, Reserve Land behind Recreational Centre and Eping Avenue Office.
11. Periodic inspection of premises and grounds at Kingston, Recreation Centre, Eping Avenue Office, Reserve Land behind Recreational Centre, Lama Avenue and Offsite ATMs.
12. Liaise with various external contractors for execution of duties.
13. Oversee maintenance of bank equipment and other services to ensure full efficiency and reduce time.
14. Arrange servicing of Chubbs/Vaults/Combinations at Kingston and Offsite ATMs as required. (For efficiency of service branches will be included in yearly arrangements).
15. Arrange purchase and maintenance of indoor and outdoor plants at Kingston, Recreational Centre, and Eping Avenue Office.
16. Arrange servicing of generators, air conditioning units, currency counters, fire extinguishers, plumbing system, photocopiers, fax machines, typewriters, brush cutters, UPS and other equipment at Kingston, Eping Avenue Office, Recreational Centre and Offsite ATM where applicable (For efficiency of services branches may be included in scheduled arrangements).
17. Assess and arrange cleaning of carpets and tiles at Kingston, Eping Avenue Office, Recreational Centre and Offsite ATMs where applicable.
18. Arrange weekly general cleaning of all bank vehicles stationed at Kingston.
19. Arrange purchase of fuel for generators at Kingston, Recreational Centre and Eping Avenue Office.
20. Arrange purchase of tools required by maintenance officers to ensure adequate supply for completion of tasks.
21. Coordinate people and processes to ensure that maintenance projects are completed on time and within budget.
22. Prepare, coordinate and monitor work assignments of maintenance officers and external contractors throughout the Bank.
23. Examine and assess works performed by maintenance officers and external contractors to ensure that work is completed as outlined and required.
24. Provide detailed progress reports to Officer in Charge Administration on ongoing projects
25. Verify and recommend invoices for approval and payment for services rendered.
26. Planning and coordinating support operations.

27. Provide support to Branch Administration Officer with assigning Maintenance Officers to complete jobs at branches.

### **Essential Education and Experience**

- Familiarity in the maintenance related field.
- Two years working experience - Proven ability in similar role
- Three (3) years' work experience with one (1) year at a supervisory level

### **Desirable Qualification**

- **NA**

### **Knowledge/Skills and Abilities**

- Basic understanding of maintenance operations and safety procedures.
- Good communication skills (written and verbal) for coordinating with technicians, vendors and management.
- Computer Literacy - Excel MS Word and Outlook
- Detail oriented
- Ability to operate independently and as part of a team.
- Strong organization and time management skills
- Work relating to premises repairs and maintenance
- Occupational Safety & Health Regulations with special focus on Premises Maintenance standards
- Microsoft Excel and Word
- Knowledge of suppliers and services within Guyana
- Knowledge of product features, benefits, pricing policies and procedures of all retail banking products.
- Knowledge of alternate channel offerings, i.e., Go Banking, Point of Sale and ATMs