



LET'S CREATE THE FUTURE TOGETHER
WELCOME TO OUR TEAM!

FACILITIES & LOGISTICS MANAGER

JOB DESCRIPTION

Job Level & Grade: Management / Senior Professional	Department: Facilities & Logistics
Main Location: Port of Spain Head Office	Direct Supervision: Courier & Office Attendant (5)
Reports To: General Manager	Last Review Date: October 1st, 2025,

POSITION SUMMARY

The Facilities & Logistics Manager is responsible for the safe, cost-efficient, and compliant management of all physical assets, premises, fleet and logistics across WCU's network. This role plans and delivers maintenance, capital projects and vendor programmes; enforces occupational health & safety (OSHA/NEBOSH) standards; manages procurement for facilities-related goods and services; maintains the fixed-asset register; and supports business continuity and event/logistics needs. The role combines project and contract management, and security oversight to protect members' funds, and maintain a secure environment for members and staff while continuously improving programmes to align with strategic objectives, regulatory standards and emerging best-practices.



CORE COMPETENCIES & RESPONSIBILITIES

Facilities Maintenance & Capital Projects

- Manage maintenance for head office and branch network (incl. buildings, generators, HVAC, electrical, plumbing, and security systems).
- Lead capital projects (e.g., new building construction, branch refurbishments): manage project scope, contractors, procurement, quality, safety and budgets.

Occupational Health & Safety (OSHA/NEBOSH) Compliance

- Lead OSHA compliance programme: signage, sick bays, evacuation plans, risk assessments, safety drills and contractor H&S assurances. Maintain records for audits and regulatory inspections.

Fixed Asset Management & Inventory Control

- Maintain full fixed-asset register and tagging (including high-value items like generators), manage asset lifecycle and disposal processes, and provide timely asset data to Finance for accounting.
- Oversee storage and distribution of promotional items for member appreciation and assets deployed for AGMs..

Vendor & Contract Management

- Source and manage vendors/contractors, negotiate service agreements, monitor SLAs and ensure value for money.
- Ensure procurement practices follow Credit Union policy and supports supplier diversity where possible.

Fleet & Logistics Management

- Oversee vehicle fleet (maintenance, insurance, fuel management, driver policies) and logistics for events (AGM and community activations), including storage and movement of WCU equipment.

Business Continuity & Security

- Support Business Continuity Planning (BCP) and disaster recovery for physical sites; lead physical-security incident response and coordinate with Internal Audit, Risk & Compliance, law enforcement and other public agencies when needed.
- Manage contracted security workforce for all locations and events ensuring adherence to established policies for access, safety, threat assessment and response, video and physical surveillance, and other security protocols; schedule and conduct routine security audits to maintain and continuously improve security standards.

Sustainability & Cost Control

- Implement energy efficiency, waste management and sustainability initiatives that contributes to reducing operational costs and promoting CSR. Track and report cost savings.

Budgeting & Staff Management

- Develop and manage annual Business Plan and budget; monitor expenditure to optimize value and ROI for the credit union.
- Manage facilities staff; coordinate and distribute work to provide timely support for efficient branch operations.
- Other related duties.



QUALIFICATIONS & EXPERIENCE

- Bachelor's degree in Facilities Management, Project Management, Civil/Building Engineering, Supply Chain or related discipline.
- 5+ years' experience in facilities, project or operations management in large multi-site organisations.
- Certified in OSHA/NEBOSH or equivalent H&S certification.
- Proven procurement and contractor management experience.
- Professional certification (FMP, CFM, PMP, or similar) would be an asset.
- Familiarity with CMMS (computerised maintenance management systems), fixed-asset tagging systems, and financial services/cash environment.



REQUIRED SKILLS

- Strong project and contract management capability, and vendor negotiation skills.
- Technical understanding of building systems (generators, HVAC, video surveillance, security).
- Health & safety leadership and compliance expertise.
- Excellent planning, prioritisation and problem-solving skills.
- Proficiency in Microsoft Excel and CMMS or asset database tools with clear, concise reporting skills.



PERSONAL ATTRIBUTES

- Open to flexible/unpredictable work schedules, dependable and decisive under pressure.
- High integrity, attention to detail and strong service orientation.
- Able to work with minimal supervision and exercise sound judgement.
- Strong alignment with co-operative philosophy and WCU Core Values.



PERFORMANCE STANDARDS

Planned Maintenance & Capital Projects

- Adherence to preventive maintenance schedule; facility uptime.
- Project delivery: percentage projects on time and within budget.

Asset Management

- Accuracy of fixed asset register; loss prevention and adherence to asset maintenance schedule.
- Adherence to procedures for asset disposal: documentation, valuation and approvals.

OSHA Compliance

- Regulatory inspection readiness; H&S audit actions closed within agreed timeframe.
- Reduction in safety incidents year-over-year.

Fleet Management

- Availability of vehicles with minimal downtime.

Vendor & Contract Management

- SLA compliance; procurement savings.

Business Continuity

- BCP completion and testing.

Sustainability

- Measurable energy/waste reductions from baseline figures.

Budgeting & Cost Control

- Targeted versus actual expenditure; cost savings.

Staff Management

- Responsiveness to branch operations and member services.



RECEIVED BY:

Name:

Date:

Signature: