



<b>JOB TITLE</b>	Facilities Manager
<b>LOCATION</b>	Guyana
<b>REPORTING TO</b>	Country Manager

**DESCRIPTION OF FUNCTION**

The Facilities Manager is a strategic leadership role responsible for providing overall technical direction, performance, governance, and financial control of all Integrated Facilities Management (IFM), Maintenance, and Hospitality operations under the company’s portfolio.

This role requires an experienced, commercially astute facilities professional with a proven track record managing complex, multi-site operations, preferably within the oil & gas or energy sector. The successful candidate will drive operational excellence, contractual compliance, financial performance, risk mitigation, and client satisfaction while leading multidisciplinary teams.

Facilities Manager serves as the primary escalation point for all facilities-related matters and ensures services are delivered in strict accordance with contractual obligations, regulatory requirements, international best practices, and company standards.

**Direct Reports:**

- Integrated Facilities Manager – Responsible for full operational delivery and performance at the IFM site.
- Hospitality Manager – Responsible for reception, catering, housekeeping, events, and front-of-house services on the facility.
- Facilities Maintenance Manager – Responsible for all MEP, HVAC, preventative and reactive maintenance, cleaning & janitorial services across multiple sites.

Facilities Manager oversees a total workforce of 50+ personnel (direct and indirect), including subcontractors and vendors.

**JOB RESPONSIBILITIES**

**1. Strategic Leadership & Operational Integration**

- Provide overall strategic direction and hands on training for all facilities, maintenance, and hospitality operations.
- Act as the senior point of contact for key client stakeholders, including leadership teams.
- Ensure alignment between operational delivery and contractual KPIs/SLA requirements.
- Drive a culture of safety, compliance, performance accountability, and continuous improvement.
- Establish standardized operating procedures across all sites.

- Lead monthly and quarterly performance reviews with clients.
- Identify operational risks and implement mitigation strategies.
- Serve as escalation authority for operational, technical, and client-related issues.

## **2. Financial & Commercial Management**

- Ensure strict cost control while maintaining service excellence.
- Review and endorse/justify non-budgeted purchase orders and capital expenditures.
- Analyze monthly financial reports including:
  - Budget vs. actual performance
  - Variance analysis
  - Labor cost ratios
  - Subcontractor spending
- Identify cost-saving initiatives without compromising service quality.
- Support contract negotiations, renewals, and amendments.
- Subcontractor administration, performance monitoring, and compliance.
- Ensure billing accuracy and revenue recovery in accordance with contract terms.

## **3. Technical Oversight & Engineering Governance**

- Maintain advanced working knowledge of critical MEP systems including:
  - Electrical distribution systems
  - Backup power systems (generators, UPS)
  - HVAC and chilled water systems
  - Fire detection and suppression systems
  - Plumbing and water treatment systems
- Ensure Preventative Planned Maintenance (PPM) programs are executed 100% on schedule.
- Ensure compliance with statutory inspections and regulatory requirements.
- Overseeing the use and optimization of CMMS systems would be an asset.
- Support implementation and monitoring of Building Management Systems (BMS).
- Ensure downtime is minimized for critical infrastructure.

## **4. Hospitality & Soft Services Oversight**

- Ensure high-end service delivery for reception, catering, housekeeping, and events.

- Monitor service standards, client satisfaction scores, and hygiene compliance.
- Support menu planning, food safety compliance, and operational efficiency.
- Ensure soft services are aligned with corporate hospitality standards.

#### **5. Leadership & People Development**

- Lead, mentor, and develop managers within IFM, Maintenance, and Hospitality divisions.
- Conduct performance evaluations and succession planning.
- Ensure proper manpower planning and workforce optimization.
- Build strong team culture focused on accountability and results.
- Drive safety culture aligned with oil & gas industry standards.
- Ensure compliance with labor laws and company HR policies.

#### **6. New Business Development & Mobilization**

- Support Business Development in tender submissions and technical proposals.
- Assist with:
  - Commercial estimations
  - Manpower modeling
  - Technical methodology documentation
  - Risk assessments
- Lead mobilization of newly awarded contracts.
- Establish operational structure and reporting lines for new projects.
- Integrate new contracts into existing portfolio governance framework.

#### **7. Compliance, Risk & Governance**

- Ensure full compliance with:
  - Contractual obligations
  - Local regulatory requirements
  - Health & Safety standards
  - Environmental standards
- Lead audits (internal and external).
- Maintain risk registers and mitigation plans.
- Ensure zero tolerance approach to safety breaches.

### **Key Performance Indicators (KPIs)**

- PPM completion rate in accordance with existing contract KPI
- SLA/KPI compliance above 95%
- Client satisfaction ratings
- Zero safety incidents
- Successful mobilization of new projects within timelines
- Subcontractor performance compliance

## **CAPABILITY PROFILE; KNOWLEDGE, SKILLS AND EXPERIENCE**

### **Qualifications, Experience, Requirements & Skills:**

- Minimum of (15) years progressive experience in Facilities Management
- Minimum of (10) years in a senior leadership role
- Proven experience managing large, complex facilities (oil & gas preferred)
- Advanced technical knowledge of MEP systems
- Demonstrated P&L management experience
- Experience managing 50+ staff and multiple direct reports
- Strong experience with subcontractor management and commercial contracts
- Experience working with multinational clients
- Strong stakeholder management skills
- Experience with CMMS platforms (e.g., Maximo, Archibus, Planon, etc.)
- Experience with Electronic Building Management Systems (BMS)
- Proficient in Microsoft Office and financial reporting
- Residential position, monthly salary, vacation 45 calendar days per year.

### **Preferred Qualifications**

- Master Degree in Engineering, Facilities Management, or related discipline
- Professional certifications such as:
  - CFM (Certified Facility Manager)
  - NEBOSH or IOSH

- PMP (Project Management Professional)

- Experience within major oil & gas operators highly advantageous

**Core Competencies**

- Strategic Leadership
- Commercial Acumen
- Technical Expertise
- Risk Management
- Client Relationship Management
- Negotiation & Influence
- High Emotional Intelligence
- Decision-Making Under Pressure