



**TOBAGO REGIONAL HEALTH AUTHORITY
HUMAN RESOURCES DEPARTMENT
JOB DESCRIPTION**

Job Title	Manager, Civil Engineering and Maintenance
Department	Engineering and Support Services
Reports to	Chief Operating Officer
Head of Department	General Manager, Engineering and Support Services
Supervision Provided to	Task Force Supervisor, Building Maintenance Services Supervisor, Coordinator Engineering Facility Planning and Execution, Administrative Assistant

JOB SUMMARY

The Manager of Civil Engineering and Maintenance is responsible for the planning, coordination, and execution of civil engineering, building maintenance, and infrastructure activities throughout all facilities of the TRHA. The incumbent provides technical leadership, manages projects and maintenance programmes, supervises assigned personnel, and supports the General Manager in the implementation of departmental strategies, capital works, and ensuring that all facilities are safe, functional and maintained to support uninterrupted healthcare service delivery.

PRIMARY DUTIES & RESPONSIBILITIES

Category	Duties & Responsibility
Strategic	Contributes to the strategic initiatives of the department: <ul style="list-style-type: none"> • Contributes to the development and implementation of departmental strategic and operational plans in alignment with TRHA’s objectives. • Supports capital maintenance, refurbishment, and infrastructure improvement initiatives for healthcare facilities. • Provides technical input into long-term facilities planning, asset sustainability, and lifecycle management. • Assists with the identification of risks related to civil infrastructure and recommends mitigation strategies.
Operational	Manages the activities of the department: <ul style="list-style-type: none"> • Manages the day-to-day operations of civil engineering and building maintenance services across assigned facilities. • Plans, coordinates, and oversees preventive and corrective maintenance activities for related infrastructure and equipment. • Provides technical supervision for construction, renovation, and repair projects, ensuring adherence to specifications, timelines, and quality standards.

Operational	<ul style="list-style-type: none"> • Coordinates inspections, site meetings, and contractor activities to ensure compliance with engineering standards, contracts, and safety requirements. • Ensures all facilities remain operational, safe, and compliant with applicable building codes, health, and safety standards. • Supports emergency response and urgent repair activities as required to maintain continuity of services.
Fiscal	<p>Manages departmental expenditures:</p> <ul style="list-style-type: none"> • Assists in the preparation and management of the civil engineering and maintenance budget. • Monitors expenditures related to maintenance works and projects to ensure cost control and budget adherence. • Reviews cost estimates, contractor invoices, and expenditure reports for accuracy and compliance with approvals. • Supports cost-benefit analysis for maintenance methods, resource allocation, and project execution. • Ensures accurate record keeping for materials, tools, equipment, and works completed.
People	<p>Manages and supervises staff:</p> <ul style="list-style-type: none"> • Manages outputs by assigning, reviewing and approving of work submitted by staff • Provides coaching and mentoring to staff by offering feedback, advice and guidance to help employees develop • Ensures employees adhere to established policies, procedures, rules and regulations • Recommends training and developmental needs for staff by reviewing previous training participation and by monitoring the execution of duties to identify areas of improvement • Facilitates the execution of work by requesting resources for staff • Manages availability of staff by reviewing and authorizing applications for leave • Conducts performance appraisals by assessing staff performance and expected outputs in accordance with established guidelines and procedures <p>Liaise with internal and external stakeholders:</p> <ul style="list-style-type: none"> • Provides feedback and recommendations on potential initiatives based on subject matter expertise • Collaborates with external stakeholders to provide advice, collaboration and support on matters
Reporting & Compliance	<p>Prepares and communicates strategic reports:</p> <ul style="list-style-type: none"> • Prepares routine and ad hoc reports on maintenance activities, projects, facility conditions, and staff performance. • Provides updates and technical reports to the General Manager on project progress, challenges, and outcomes.

QUALIFICATIONS & EXPERIENCE

- Bachelor’s Degree in Civil Engineering or a related field, or equivalent combination of experience and training.
- At least seven (7) years of experience in civil engineering, construction management, or facility management, including at least three years (3) years in a supervisory position.
- Experience working in a healthcare environment would be an asset.
- Experience working in a public sector environment would be an asset.

KNOWLEDGE, SKILLS & ABILITIES

- Strong knowledge of civil engineering principles, building construction, and maintenance practices
- Strong knowledge of building systems, infrastructure maintenance, and health and safety standards
- Strong leadership, people-management, and strategic planning skills
- Strong ability to plan, manage, and monitor multiple projects and maintenance activities simultaneously
- Strong ability to build and maintain effective relationships with internal and external stakeholders
- Strong oral and written communication skills
- Strong report writing skills
- Strong skills in the use of computer software such as Microsoft Office Suite (Word, Excel, Outlook, PowerPoint), OneDrive, and SharePoint
- Strong skills in Computer Aided Design Software (E.g., AutoCAD, Civil 3D)
- Strong supervisory skills
- Strong interpersonal skills
- Strong coaching/mentoring skills
- Strong skills in leading and motivating people

SUPERVISORY RESPONSIBILITIES

Directly	Indirectly
<ul style="list-style-type: none"> • Task Force Supervisor • Building Maintenance Services Supervisor • Coordinator Engineering Facility Planning and Execution • Administrative Assistant 	All staff members within the Civil Engineering and Maintenance Unit

KEY RELATIONSHIPS & CONTACTS

Internal	External
General Manager, Engineering and Support Services <ul style="list-style-type: none"> • To obtain feedback and guidance on matters 	Tobago House of Assembly, Division of Health & Wellness, Other Regional Health Authorities, Government Entities <ul style="list-style-type: none"> • To provide technical advice and guidance on projects.

<ul style="list-style-type: none"> • To receive instructions, directives and tasks <p>Direct Reports</p> <ul style="list-style-type: none"> • To assign tasks and duties • To provide guidance and advice in the execution of duties and responsibilities <p>Department Heads</p> <ul style="list-style-type: none"> • To obtain information and feedback • To collaborate and inform on project activities <p>Finance and Accounting</p> <ul style="list-style-type: none"> • To obtain information on the status of departmental, initiative, project and other expenditures 	<ul style="list-style-type: none"> • To request information as required. <p>Contractors, Vendors, Regulatory Authorities, Utility Providers, Professional Engineering Bodies</p> <ul style="list-style-type: none"> • To obtain information on services and supplies. • To request and provide information relating to projects.
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KEY OUTPUTS & ACCOUNTABILITY

Accountable to	Output	Frequency
General Manager, Engineering and Support Services	<ul style="list-style-type: none"> • Provides monthly maintenance and project reports 	Monthly
	<ul style="list-style-type: none"> • Provides input into the operational plan and maintenance plans 	Annually
	<ul style="list-style-type: none"> • Submits reports and memos on official matters • Provides information on staff and other matters • Provides technical reports as requested 	Ad Hoc/ As Needed

WORKING CONDITIONS

Condition	Description
Environmental	Work is typically performed in a normal work environment with regular exposure to equipment and construction environments.
Physical & Travelling	<ul style="list-style-type: none"> • Regularly works at a computer for extended period of time in a seated position • Regularly exposed to rays from computer monitors that may lead to eye strain • Regularly travels locally to health facilities and hospitals
Mental & Stress	<ul style="list-style-type: none"> • Regularly concentrates for long hours in front of a computer screen

	<ul style="list-style-type: none"> • Regularly manages tight deadlines brought about by project demands • Regularly coordinates and performs simultaneous activities • Regularly interrupted during activities (e.g. phone calls, meetings, etc.)
Special Requirements	<ul style="list-style-type: none"> • Occasionally required to work overtime, public holidays, and weekends during critical operational and administrative matters • Completion of a yearly medical examination to determine fitness for duty, including drug testing as deemed appropriate