



COUNCIL OF LEGAL EDUCATION
HUGH WOODING LAW SCHOOL
100-114 Gordon Street, St Augustine
Trinidad. WI

VACANCY ANNOUNCEMENT

The Council of Legal Education invites applications for the post of **Maintenance and Services Supervisor** at the Hugh Wooding Law School, Trinidad & Tobago. The position is a full-time 3-year contract and no outside employment may be undertaken during this period. The position holder will be expected to coordinate, plan and supervise day-to-day operations of the maintenance, security and drivers' teams. This ranges from being responsible for the upkeep and maintenance of the Law School's facilities and vehicles.

BRIEF JOB DESCRIPTION:

The Maintenance and Services Supervisor will be required to:

1. Supervise all staff in maintenance and security team.
2. Coordinate and ensure proper upkeep of maintenance and security of building.
3. Continuous inspection and checks of building and vehicles.
4. Assist in establishing the organisation's Disaster Preparedness plan and ensuring adherence to the plan.
5. Monitor adherence to the fire protection measures implemented in all of the Law School's buildings.
6. Provide support to the health and safety committee as required.
7. Assist in the evaluation of contractual and other types of maintenance work.
8. Keep records as required for the proper operation of the maintenance services and prepare/compile manuals relevant to same.

QUALIFICATIONS AND SKILLS REQUIRED

1. Bachelor's Degree in Facilities Management, Building Construction, Civil Engineering or related field.
2. Strong working knowledge in building systems including plumbing, electrical and HVAC systems
3. Five (5) years' supervisory experience in property maintenance.
4. Training and experience in security industry.
5. Any acceptable combination of experience and training would be considered

COMPETENCIES AND TRAITS

Technical Competencies

- Knowledge of security procedures.
- Knowledge of facilities maintenance.
- Ability to supervise staff.
- Compliance with the Law School's regulatory policies and procedures.
- Sound knowledge of property management principles (inclusive of project management, building service management and landscaping management).
- Advance knowledge of Health & Safety procedures.
- Good knowledge of MS Word and MS Excel.

Personal Traits

- Good interpersonal communication skills.
- Ability to work as part of a team.
- Consistency and attention to detail.
- Adherence to deadlines.
- Good supervisory skills.

BENEFITS INCLUDE:

- Competitive Salary
- Vacation Leave

Applicants should submit their letter of application together with an updated curriculum vitae, copies of all relevant certificates and the names and contact information of two (2) referees who are familiar with the applicant's work by **email only to careers@hwlsedu.com**. The application should be addressed to:

**The Human Resource Manager
Hugh Wooding Law School
P.O. Bag 323
Tunapuna 331314
Trinidad, W.I.**

The closing date for receipt of applications is Monday, January 6, 2025.

Enquiries relating to salary and allowances may be directed to the Office of the Human Resource Manager, Hugh Wooding Law School at 1-868-235-4957/4958/4959.

The Hugh Wooding Law School wishes to advise that only shortlisted applicants will be contacted.

The Law School reserves the right to extend searches or, in the event of transfer or budget cuts, to not offer the position.

AN EQUAL OPPORTUNITY INSTITUTION