



# NATIONAL ENVIRONMENT AND PLANNING AGENCY

## JOB DESCRIPTION AND SPECIFICATION

<b>JOB TITLE:</b>	Property Transport & Security Coordinator
<b>JOB GRADE:</b>	<b>7</b>
<b>POST NUMBER:</b>	<b>140147</b>
<b>DIVISION:</b>	Corporate Management
<b>BRANCH:</b>	Facilities Management & Operations
<b>REPORTS TO:</b>	Manager, Facilities Management & Operations
<b>SUPERVISE:</b>	Maintenance Assistant; Handyman, Artisan, Assistant Transport Officer, Drivers and Site Wardens

This document will be used as a management tool and specifically will enable the classification of positions and the evaluation of the performance of the post incumbent. This document is validated as an accurate and true description of the job as signified below:

\_\_\_\_\_  
Employee \_\_\_\_\_  
Date

\_\_\_\_\_  
Manager/Supervisor \_\_\_\_\_  
Date

\_\_\_\_\_  
Head of Department/Division \_\_\_\_\_  
Date

\_\_\_\_\_ \_\_\_\_\_  
Date received in Human Resource Division Date Created/revised

### **Strategic Objectives of the Division/Branch:**

The **Corporate Management Division** provides a portfolio of organization support functions to enable efficient operations of the Agency in executing its mandate and the achievement of its objectives. The Division comprises the following Branches:

**Finance & Accounts Branch:** responsible for managing the financial affairs of the Agency establishing and maintaining sound financial controls, accounting systems and procedures in keeping with standard accounting principles and practices and GoJs standards and requirements.

**Public Education and Corporate Communication Branch:** responsible for providing public education and communication programmes as well as consultation support services to the divisions and branches.

**Information Technology Branch:** responsible for ongoing operations and technical support of the information and communication technology infrastructure to support operational management and delivery of its services.

**Facilities Management and Operations Branch:** provides property and equipment, transport, security, office services, ancillary and inventory management and maintenance services.

**Public Procurement Branch:** provides procurement management services and administers procurements.

### **Job Purpose:**

The supervisor is responsible for the implementation and oversight of operations, initiatives and projects related to the Property Security and Transport Unit (PTSU) to achieve established objectives and targets for security and occupational safety, conservation, and maintenance and repair of vehicles, properties, buildings and facilities.

### **Key Outputs:**

- Input to Branch Operations and Work Plan, Procurement Plan and Budget
- Input to Branch operating policies and procedures
- Staff work plans and performance appraisals
- Preventative maintenance systems implemented
- Disaster & emergency preparedness systems implemented
- Security and occupational safety systems implemented
- Transport operations and maintenance systems implemented
- Inputs accident and loss reports and insurance claims
- Routine and special reports

### **Key Responsibility Areas:**

#### **A. Administrative Responsibilities**

1. Contributes to the preparation of Branch operational plans, procurement plans and budgets;

2. Participates in the development and review of operating policies and procedures to facilitate the efficient management and delivery of service; recommends and implements initiatives to improve systems, processes and procedures;
3. Prepares standard and special reports on the operations, projects and activities of the section as planned or requested;
4. Participates in team efforts to achieve Branch, Division and Agency goals; demonstrates and upholds the Agency's core values in personal and professional behaviours;
5. Attends meetings on behalf of the Branch/Agency.

#### **B. Technical Responsibilities**

1. Establishes and implements a system for routine maintenance and required repair of fleet vehicles, equipment, buildings and property; monitors and ensures vehicles, and equipment warranties are effectively utilized;
2. Monitors and ensures that motor vehicle logs and records are up-to-date; ensures that fleet vehicles are in compliance with the schedule for renewal of fitness, registration and insurance;
3. Investigates accidents involving vehicles, prepares and provides reports to manager for submission of required documentation to relevant Ministries, Departments and Agencies and insurance company and follows up for insurance settlement;
4. Coordinates or conducts investigations into incidents relating to property loss or damage and provides reports to manager for submission of required documentation to the relevant Ministries, Departments and Agencies, and insurance company; support follow-up for insurance settlement;
5. Conducts routine analysis of fuel efficiency and performance of fleet and makes recommendations for addressing identified issues to achieve efficiency and cost savings; checks vehicle tracking systems to ensure vehicles are effectively operated;
6. Carries out planned and special visits to parish offices and other properties owned and/or operated by the Agency/NRCA to ensure that they are being adequately maintained and or repaired;
7. Makes planned and special visits to beach sites as required to ensure compliance with lease terms as well as for specific requests from the NRCA Beaches Committee;
8. Participates in the development, implementation and improvement of the Disaster Preparedness and Emergency Management Plan; and assumes role as lead responder during planned emergency drills, emergency events and post-event activities;
9. Executes and maintains the energy conservation system for the Agency; updates monthly utility reports with analysis towards systems and conservation improvements;

10. Implements and maintains routine and special measures for security and occupational safety; conducts routine and special checks and ensures that standards and procedures for security and occupational safety are maintained and adhered to;
11. Participates in the evaluation and selection of suppliers or service providers for required goods, works or services;
12. Participates in the negotiation of lease agreements and other property contracts for Agency/NRCA owned or managed properties; ensures that terms and conditions are adhered to by the parties; liaises with landlords, lessees, pertinent parties regarding maintenance, repairs and other property related matters;
13. Liaises with service providers to address issues regarding service provision; monitors and reports on performance of contracted service providers; checks and authorizes invoices from service providers for goods, works or services satisfactorily delivered;
14. Plans and undertakes regular inspection of documents archived with external service provider; monitor terms and condition of lease with external service provider for archived documents and ensure continuous protection of government property;

### **C. Supervisory**

1. Develops annual work plans for direct reports ensuring staff are fully engaged to deliver the Branch work programme and achievement of targets; Monitors their performance and provides timely feedback to facilitate development of performance gaps and reinforcement of performance excellence; conducts performance appraisals within guidelines provided by the HR Branch; recommends training;
2. Directs the development and oversees the implementation of initiatives to promote teamwork and cooperation within the Branch and contributes to building an environment which stimulates, motivates and keeps employees and project staff engaged; trains and orients staff;
3. Provides leadership to direct reports through effective objective setting, delegation and communication; ensures direct reports are aware of and adheres to the Agency's policies, procedures and regulations;
4. Recommends staff leave

### **D. Other Responsibilities**

1. The incumbent may from time to time be assigned duties not specifically outlined within the job description but are however within the capacity, qualifications and experience normally expected from a person occupying this position.

#### **Authority:**

The position incumbent is authorized to:

- Recommends staff leave
- Recommends staff training and development
- Negotiate rates of repairs within established limit

- Recommends payment of invoices for goods, works, services satisfactorily delivered by service providers

**Performance Standards:**

- Confidentiality and integrity are maintained
- Excellent customer service provided
- Established personal and Unit targets are consistently met
- Operating systems and procedures are in compliance with standard industry practice, GoJ guidelines and NEPA guidelines
- Maintenance schedules are consistently maintained and vehicle and equipment downtime is maintained at or below established level
- Buildings and facilities are maintained within cost and are secure
- Good coordination and effective working relations exist with other Units, Branches and Divisions;
- Reports are accurate and on time

**Contacts:**

**i) Internal**

<b>Contact (Title)</b>	<b>Purpose of contact</b>
Directors, Managers	Respond to issues; provide information
Finance & Accounts	Respond to queries
Divisions - EMCD; SPD; LED	Liaises and co-ordinates activities regarding assignments; collaborate on projects and initiatives

**ii) External**

<b>Contact (Title)</b>	<b>Purpose of Contact</b>
Suppliers/service providers	Request services; process invoices
Ministry of Finance & Planning	Provide information; Support Board of Surveys
Insurance company	Ensure assets, equipment & property are insured; Follow up on loss claims

**Working Conditions**

- Typical office environment
- Travel island-wide
- Possible exposure to undesirable conditions during visits to properties/sites

**Required Competencies**

- Excellent customer service and interpersonal skills
- Excellent communication skills – oral and written
- Excellent planning, organizing, prioritizing and monitoring skills
- Strong analytical, problem-solving and decision making skills
- Knowledge of motor vehicle maintenance
- Knowledge of property and facilities maintenance

- Knowledge of security and occupational safety and health systems
- Knowledge of project and quality management
- Proficient with relevant computer applications

**Minimum Required Education and Experience:**

- Bachelor's degree in Business Administration/ Management Studies/Public Administration
- Training in supervisory management
- Training in customer service management
- 3 years experience in a similar position