

Job Description



1. Job Details:

Job Title:	Facilities Coordinator	Reports to:	Facilities Manager
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2. Job Purpose:

To Coordinating QNL FM activities related to existing facilities, project activities and planning for FM and project requirements with the management. This position also in charge of maintaining full documentation related to QNL FM and provide advise on activities execution.

3. Job Dimensions: Key facts and figures which give an indication of the scope and scale of the job.

Accountability for annual operating budget / project budget / sales revenue: TBD

# staff supervised:	0	# direct reports:	0	# contractors/others:	0
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4. Key Result Areas:

KEY RESULT AREAS

- Coordinate the Qatar National Library's building planning activities aligned with QNL strategic objectives and in conjunction with Qatar Foundation CPD and QMS Directorates:
- Maintain and update the Qatar National Library's facilities Master Plan
- Provide input to prepare documents for tenders as required
- Review and provide input on project documents and plans
- Respond to CPD's queries and coordinate with other QNL departments
- Attend project and /or technical meetings as required
- Create and maintain records pertaining to building project consistent with QF Records Management regulations
- Advise QNL senior management on space use and on planning for future expansion or development
- Plan and coordinate any move and/or relocation operations for books, equipment, furniture and staff
- Carry out regular inspections of the library building and prepare routine/ incident reports
- Coordinate and plan installation/ maintenance work by technicians/contractors in conjunction with QFFM
- Coordinate the maintenance of the Qatar National Library facilities/equipment:
- Act as Qatar National Library focal point for QF FM
- Provide input to annual budget on needs for facilities/ equipment
- Develop and maintain physical assets inventory for all Qatar National Library equipment
- Develop maintenance policies for QNL facilities and equipment in consultation with QNL senior team and CPD
- Create and maintain records pertaining to facilities management consistent with QF FM regulations
- Ensures that all the subordinates and contractors are aware of safe working practices and takes necessary precautions in hazardous work environment.
- Oversee effective use and functional performance of all facilities and equipment
- Develop and/or carry out routine, preventive and corrective maintenance programs in conjunction with QF FM
- Plan and coordinate training of staff on use of specialist equipment in consultation with QNL senior team
- Coordinate with Instruction & Research staff on the use of library facilities

- Coordinate testing, installation and commissioning of new equipment as required
- Develop user manuals and procedures for use of technical and library specialist equipment
- Review and provide input on assigned maintenance contracts for procurement
- Supervise, appraise performance and assess training needs of 5 FTE technical staff
- Coordinate occupational health and safety of the Qatar National Library in conjunction with QF HSSE:
- Act as Qatar National Library focal point for QF HSSE
- Coordinate QNL safety programs and ensure compliance with mandated regulations set by Qatar Foundation, Qatar regulatory agencies or international bodies (OHSAS 180001 and ISO9001).
- Develop, implement and maintain standard crisis management plan aligned with QF HSSE plan
- Act as Qatar National Library Fire Warden and train staff in fire safety
- Provide first aid assistance as needed
- Other duties:
- Participate in strategic planning activities as required
- Participate in team work and adhoc committees to set up the Qatar National Library operations
- Keep abreast of developments, trends and issues in areas of responsibilities
- Serve on QNL or QF designated committees
- Perform miscellaneous duties and conducts special projects as required
- Familiarize, understand and implement QF health, safety, and environment policy, procedures, legal regulations and objectives applicable to areas of responsibility. Ensures coordination with HSE department in implementing, monitoring and reviewing of HSE performance to ensure work under his/her control is performed in a safe, healthy and environmentally sound manner.
- This position includes, but is not limited to, other duties as required and defined by the scope, purpose, and spirit of the institution and are not always indicative of the title and grade of the position.
- Other tasks as assigned

5. Operating Environment, Framework & Boundaries:

Work is in a multicultural office and library environment. Must adhere to all applicable QF and Library Policies & Procedures and must ensure that all policies and procedures comply with global standards and best practices. Must comply with QF health, safety, security, and environment policies, procedures, legal regulations and objectives applicable to areas of responsibility to ensure that work is performed in a safe, healthy and environmentally-sound manner. Work hours, days and locations will vary according to QNL requirements. Regularly-scheduled evening and weekend work may be required. Plus any other special notes regarding position such as exposure to hazards, travel requirements, etc.

6. Communications and Working Relationships:

Report to FM and logistics manager – on priorities, work progress and feedback
 Budget Coordinator – on providing input on assigned maintenance contracts
 LIT – on reporting network and systems issues identified during routine inspections
 QF CPD Project Management – on building program review and progress
 QF FM Directorate – on shared services, on preventive and corrective maintenance programs; on compliance issues
 QF HSSE Directorate : on health and safety issues, on crisis management plans, on compliance issues

- QNL Senior team – on space considerations and requirements, on physical assets inventories.

7. Problem Solving & Complexity:

This position requires:

- In-depth knowledge of the facilities and physical plant requirements of state-of-the-art building
- Analytical, problem solving skills and attention to details
- Superior organizational skills as multiple projects will run concurrently
- Manage conflicting priorities and multiple resources in a fast changing environment
- Remain calm and under control in crisis situations to ensure the safety of staff, users and facilities

8. Decision-Making Authority & Responsibility:

- This job works within broad procedures and practices that have clear precedents with operational guidance being readily available if needed. It is subject to managerial control and review of results upon completion.

9. Minimum Knowledge, Skills & Experience:

- Bachelor's Degree related to Engineering, Construction Management or related discipline or equivalent technical diploma
- 4 years' experience in facilities management or related field.
- Knowledge of the FM principles, processes, and requirements of facilities planning and development.
- Ability to manage conflicting priorities and multiple projects and resources concurrently and effectively
- Outstanding commitment to public service
- Supervisory skills
- Ability to communicate and present effectively to small and large groups at all levels of hierarchy
- Strong interpersonal, communication and presentation skills in both oral and written English
- Speaking Arabic would be an advantage
- Flexible and adaptable to fast changing environments
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