

Job Description



1. Job Details:

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

To support facilities maintenance and logistics activities.

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:

Nature of financial accountability: n/a

Magnitude of financial accountability: n/a

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

KEY RESULT AREAS

- Work with QF Capital Projects Directorate (CPD) and Quality Management Systems (QMS) on QNL facility planning
- Provide input for the annual QNL Facilities Maintenance (FM) budget, as required
- Maintain QNL facility master plans and FM documentation, as required
- Coordinate with QNL senior management regarding space utilization and on planning for future expansion or development
- Plan, schedule, and coordinate moving and relocation operations for books, equipment, furniture and staff as required
- Maintain an inventory of physical assets for all Qatar National Library equipment so that the information is accurate and readily accessible to authorized personnel
- Provide input for and help prepare tenders, as required
- Administer storage requests received from QNL departments and coordinate with the QF warehouse as needed.
- Carry out regular building inspections and prepare & submit routine reports and incident reports
- Coordinate with and assist QF FM technicians and contractors with routine preventive maintenance and repair activities and ensure that they are carried out in accordance with QFFM, CPD, and HSSE policies & procedures
- Coordinate building orientation on the use of library facilities for staff; train staff in the use of specialized equipment, AV, Room booking systems, and other systems as requested
- Coordinate with HSSE to deliver occupational health and safety programs and ensure compliance with mandated regulations set by Qatar Foundation, Qatar regulatory agencies or international bodies (OHSAS 180001 and ISO9001)
- Help implement and maintain a crisis management plan that is aligned with the QF HSSE plan
- Supervise QF FM technicians and contractors during maintenance and repair activities and ensure that they are carried out in accordance with QFFM, CPD & HSSE policies & procedures
- Help carry out routine preventive and corrective maintenance programs in conjunction with QF FM
- Help develop FM operational procedures as required in coordination with QNL management
- Serve as the QNL Fire Warden and train staff in fire safety
- 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

Facilities Officer

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.

6. Communications and Working Relationships:

- Supervisor – frequent contact to discuss priorities, report on work progress, and receive guidance and approvals
- QNL Finance – regular contact to provide budgetary input on maintenance contracts
- QNL IT – contact as needed to report on network and systems issues identified during routine inspections
- QF FM – regular contact regarding shared services, preventive and corrective maintenance programs, and compliance issues
- QF HSSE – regular contact on health & safety issues, crisis management plans, and compliance issues
- QNL senior management – regular contact to determine space considerations and requirements, and to report on physical asset inventories
- All QNL staff – regular contact to provide basic operational training and to collaborate on facility-related event preparation needs

7. Problem Solving & Complexity:

- Consults with others when needed
- Backs up his/her solutions with relevant facts and figures
- Identifies problems within his/her own scope of work
- Discusses problems with others and escalates where appropriate, when solutions are not able to be readily determined

8. Decision-Making Authority & Responsibility:

- Identifies issues and accepts responsibility for decisions within own scope of responsibilities
- Evaluates available information, analyses the facts from different angles and selects the best option
- Arrives at decisions in a thoughtful and timely way based on available information
- Takes action or escalates decision making where appropriate

9. Minimum Knowledge, Skills & Experience:

- High School diploma; 2-year diploma in a relevant technical area preferred
- 2-5 years of facilities management or related experience
- Good time management and project management skills
- Good interpersonal communication skills in both oral and written English; Arabic proficiency is an advantage
- Good level of proficiency in MS Office applications