

IO1188 Facility Management Technician BSI-054

General information

Job category	Standard
Status	Published
Department	DIP/Directorate for Buildings & Site Infrastructure
Section	BSI / BSI-1 / Site Management & Logistics Section

Job description

Main job	Engineering - Facilities engineering
Title of the position	Facility Management Technician BSI-054
Job family	Technician - 2
Grade	G3
Direct employment	Required
Purpose	<p>To follow-up Facility Management contracts for a wide range of services relating to both industrial and office facilities.</p> <p>Undertakes day-to-day on-site monitoring of contractors activities to ensure that contractors' works are carried out in accordance with approved specifications, schedule and procedures; Organizes inspections of services and works performed and prepares technical documentation in support of invoice payment; Follows up orders/contracts for works and services; Takes part in and brings data where required for progress meetings and site safety meetings relating to the scope of activity; Implements space allocation plans meeting the ITER Organization's needs for offices, warehouses, storage areas, etc.; Monitors the day-to-day general services operation of some buildings on the ITER site; Ensures problems are solved and the general services operation of the facilities are running correctly, by interacting with ITER staff and other users of ITER facilities; Issues regular reports and progress data on contracts monitoring; Implements under the guidance of Responsible Officer from the Section, the ITER management policies, procedures and work instructions in particular those relating to Quality Assurance and safety; Takes part in the on call duty team which requires occasional attendance at work outside normal working hours; Proposes organisational improvements where relevant to this scope of work; Prepares access to ITER site for external contractors, visitors etc; Performs other duties linked to the above purpose upon management request, as necessary; Performs other duties in support of the project schedule as described in the Detailed Work Schedule and the Strategic Management Plan; Maintains a strong commitment to the implementation and perpetuation of the ITER Safety Program, values and ethics.</p> <p>Reports to the Site Management & Logistics Section Leader; Interfaces with other BSI staff and external contractors as required; In response to requests from the Director-General and/or Buildings and Site Infrastructure Director, or proactively, informs the DG/ Buildings and Site Infrastructure Director of any important and urgent issues that cannot be handled by the concerned line management and may jeopardize the achievement of the Project's objectives.</p>
Main duties / Responsibilities	
Measures of effectiveness	<p>Monitoring of contract in respect with to the defined rules, cost and schedule; Completion of technical responses within assigned timeframe; Added-value to technical discussions and level of positive feedback from internal clients; Positive feed-back from internal customers and external contractors.</p> <p>SAP Number: 5-034 Project Construction Phase</p>

Applicant criteria

Level of study	Post-Secondary or Bachelor degree
Diploma	facilities or business management, engineering ...
Level of experience	At least 5 years
Technical experience	Facility management of large industrial facilities; Experience of problem solving to strict deadlines.
Project experience	At least 5 years
Social skills	Ability to work effectively in a multi-cultural environment , Ability to work in a team and to promote team spirit, Ability to communicate effectively
Languages	English (Working)
Free criteria	Willingness to learn French will be considered as an advantage to communicate with onsite contractors.