TRINIDAD & TOBAGO CIVIL AVIATION AUTHORITY

The Trinidad and Tobago Civil Aviation Authority (TTCAA) is mandated to regulate and administer a safe civil aviation system whilst ensuring that Trinidad and Tobago properly discharges its obligations under international civil aviation agreements and treaties. The TTCAA is seeking to recruit a suitably qualified person for the following position:

MANAGER PROPERTY MAINTENANCE & ENGINEERING (MPME)

The Manager Property Maintenance & Engineering (MPME), is responsible for the effective management of the Authority's physical infrastructure, including buildings, facilities, engineering systems and associated plant, equipment and assets. The MPME must ensure that the Authority's facilities are safe, fit for purpose, reliable, properly maintained and compliant with applicable national and international professional standards to support the Authority's operations.

KEY DUTIES RESPONSIBILITIES:

Strategic Facilities, Property and Asset Management

- Develop and implement facilities, property and asset strategies aligned with the Authority's strategic and operational objectives, including lifecycle planning and capital renewal.
- Oversee asset condition assessments, lifecycle planning, asset records and prioritization of maintenance, rehabilitation and replacement.
- Advise senior management on infrastructure conditions, operational risks, accommodation, space utilization, capital investment and facility requirements.

Maintenance, Reliability and Engineering Systems

- Develop and oversee comprehensive maintenance programs for the Authority's facilities, plant, equipment and engineering systems, ensuring appropriate standards, inspections, service levels, maintenance records and technical documentation are upheld and/or maintained.
- Monitor asset performance, reliability, failures, downtime, maintenance backlogs and costs, and implement measures to improve availability, efficiency and compliance.

Capital Works, Projects and Contract Management

- Lead capital works and engineering projects from needs assessment and feasibility through design, procurement, construction, commissioning and handover.
- Manage project and contract delivery, including scope, cost, schedule, quality, risk, variations, contractor performance and close-out, ensuring completed works are integrated into asset and maintenance systems.

Procurement and Financial Management

- Manage departmental budgets and procurement requirements, including annual and capital requirements, technical specifications, scopes of work, cost estimates, evaluation criteria.
- Monitor expenditure, commitments, valuations, invoices, contractual obligations and variances, applying lifecycle costing and value-for-money principles and providing appropriate financial reporting.

Occupational Safety and Health, Emergency Preparedness and Resilience

- Ensure compliance with applicable OSH, statutory, regulatory and engineering requirements, including risk assessments, safe systems of work, permits, inspections, certifications and standards.
- Develop infrastructure resilience and emergency preparedness measures, including critical dependency planning, redundancy, contingency arrangements, emergency response and business continuity.

Utilities, Sustainability and Facilities Services

- Manage utilities and facilities support services to ensure reliable, efficient and sustainable operations, including cleaning, grounds maintenance, waste management and workplace conditions.
- Coordinate facilities support for events, relocations, operational disruptions and emergencies.

Departmental Leadership and People Management

- Lead and develop PME personnel, allocating resources and managing performance, training, competency, succession planning and workforce requirements to support effective departmental delivery.
- Promote the Authority's core values, guiding principles, service excellence and continuous improvement within the Department.

Other Duties

- Perform other duties related to the position from time to time, as assigned by the Executive Manager Corporate Services and/or the Director-General of Civil Aviation.

QUALIFICATIONS & EXPERIENCE:

- BSc in Mechanical, Civil or Electrical Engineering. Postgraduate qualification is an asset.
- Minimum of seven (7) years' progressive experience in facilities, engineering, building services, maintenance, infrastructure or asset management, including at least three (3) years in a senior supervisory or managerial capacity.
- PMP, CFM or an equivalent project-management/facility-management certification.
- Demonstrated experience managing multidisciplinary facilities/maintenance operations, contractors, and engineering or capital projects.
- Experience in budgeting, cost control, procurement, and contract administration.
- Working knowledge of applicable building, electrical, mechanical, fire/life safety, OSH, environmental, and other statutory requirements.
- Experience with computerised maintenance management systems asset management systems, and maintenance performance reporting.
- Experience in a regulated, safety-critical or complex operating environment, including public sector, aviation, transportation, utilities or similar is an asset.

Interested candidates should submit their application along with copies of all relevant qualifications/academic certificates by 24 November 2026 to ttcaacareers@caa.gov.tt.

Unsuitable applications will not be considered.