

# IO1278 Facility Management Experienced Technician BSI-053

## 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 - Logistics
Title of the position	Facility Management Experienced Technician BSI-053
Job family	Experienced Technician - 2
Grade	G5
Direct employment	Required
Purpose	<p>-To implement and manage Facility Management contracts for a wide range of services relating to both industrial and office facilities.</p> <p>-Prepares technical specifications or amendments/additions to the contracts and prepares Task Orders;</p> <p>-Undertakes day-to-day on-site monitoring of activities and audits to ensure that contractors' works are carried out in accordance with approved specifications, schedule and procedures. Takes part in the analysis of Key Performance Indicators and proposes performance improvements;</p> <p>-Manages and undertakes inspections of services and works carried out and prepares technical documentation in support of invoice payment;</p> <p>-Prepares and follows up orders/contracts for various works;</p> <p>Organizes and chairs progress meetings and site safety meetings for works under his/her control;</p> <p>-Develops, implements and updates space allocation plans meeting the ITER Organization's needs for offices, warehouses, storage areas, etc.;</p>
Main duties / Responsibilities	<p>-Plans and manages the allocation of space for assembly contractors on the ITER site, including the provision of service utilities;</p> <p>-Monitors the day-to-day general services operation of several buildings on the ITER site;</p> <p>-Ensures problems are solved and the operation of the facilities are running correctly, by interacting with ITER staff and other users of ITER facilities;</p> <p>-Issues regular reports and progress data on contracts monitoring;</p> <p>Implements, and manages the implementation by others, of the ITER management policies, procedures and work instructions in particular those relating to Quality Assurance and safety taking into account the specific requirements of the French legislation pertaining to Nuclear Installations;</p> <p>-May be required to take part in the on-call duty service established by the ITER Organization outside normal working hours, including nights, weekends and public holidays;</p> <p>-Proposes organizational improvements where relevant to this scope of work;</p> <p>-Performs other duties linked to the above purpose upon management request, as necessary;</p> <p>-Performs other duties in support of the project schedule as described in the Detailed Work Schedule and the Strategic Management Plan;</p> <p>-Maintains a strong commitment to the implementation and perpetuation of the ITER Safety Program, values and ethics.</p>
Measures of effectiveness	<p>-Reports to the Site Management &amp; Logistics Section Leader;</p> <p>Interfaces with other ITER staff and contractors as required.</p> <p>-In response to requests from the Director-General and/or the Building &amp; Site Infrastructure (BSI) Director of Directorate, or proactively, informs the DG/BSI Director of Directorate 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> <p>-Monitoring and management of contract in respect with to the defined rules, cost and schedule;</p> <p>-Completion of technical responses within assigned timeframe;</p>

-Added-value to technical meetings and level of positive feedback from attendees.

-SAP Number: 5-034

-Project Construction Phase

## Applicant criteria

Level of study	At least Bachelor's degree or equivalent
Diploma	Facilities management, engineering
Level of experience	At least 10 years
Technical experience	-Experience in the field of facility management of large industrial facilities; -Experience of problem solving in a multi-task environment to strict deadlines.
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) French (Working)
Others	-Strong ability to effectively communicate, both verbally and writing, with Officers at all levels distributed throughout the Organization; -Ability to work successfully in a team environment as well as alone.