



**MINISTRY OF EDUCATION & YOUTH  
(VOCATIONAL TRAINING DEVELOPMENT INSTITUTE)  
JOB DESCRIPTION AND SPECIFICATION (Proposed)**

<b>JOB TITLE:</b>	Maintenance Officer
<b>JOB GRADE:</b>	(To be determined)
<b>POST NUMBER:</b>	
<b>INSTITUTION:</b>	Vocational Training Development Institute
<b>DEPARTMENT/SECTION:</b>	Administration/ Office Services and Facilities Management
<b>REPORTS TO:</b>	Manager Office Services and Facilities Management
<b>MANAGES:</b>	N/A

This document will be used as a management tool and specifically will enable the classification of positions and the evaluation of the performance of the post incumbent.

This document is validated as an accurate and true description of the job as signified below:

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager/Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Head of Department/Division

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date Received in Human Resource Division

\_\_\_\_\_  
Date Created/revised

## **Strategic Objectives of the Institution:**

### **Job Purpose:**

Under the general direction of the Manager, Office Services and Facilities Management, the Maintenance Officer will provide support and is responsible for the management of a variety of repairs and planned maintenance requests of the Campus grounds and buildings. The incumbent will perform scheduled reactive and preventative maintenance of the exterior and interior of Campus buildings.

### **Key Outputs:**

- Small Contractual work validated/assessed
- Periodic Inspections and risk assessment conducted
- Construction improvement projects performed
- Logistic support provided
- Repairs/maintenance effected
- Water storage facilities monitored
- Movement of office furniture/equipment effected
- Offices secured and utilities conserved
- Individual work plan prepared

### **Key Responsibility Areas:**

#### **Technical/Professional responsibilities:**

- Undertakes routine preventative maintenance and responds promptly to reactive maintenance requests for the facilities, plant and equipment.
- Conducts periodic inspections and risk assessments for facilities, plant and equipment;
- Organizes and performs small construction improvement projects as directed (eg. Minor landscaping, basic carpentry, garden walls etc.)
- Oversees and, where applicable, supervises the activities of contractors or tradesperson work done to renovate and maintain infrastructure in accordance with established standards;
- Ensures the buildings, grounds and services are maintained on an ongoing basis and in accordance with all health and safety requirements;
- Oversees the maintenance of all electrical equipment, air conditioning systems, standby plant, plumbing system, fixtures and fittings and fire extinguishers; reports faulty, broken or damaged fixtures or equipment to Manager or take corrective action as is appropriate;
- Provides support for disaster preparedness and response;
- Monitors the maintenance of water storage facilities

- Provides logistic support in respect of hosting of functions for the VTDI and coordinates the preparation of grounds for special functions;
- Ensures office doors and windows are locked at the end of each workday for the security and safety of the VTDI's assets and records;
- Allows access to workmen carrying out maintenance services or repairs to the Ministry's facilities;
- Oversees and supplies manpower as requested for the movement of office furniture and equipment;
- Procures services from suppliers for emergency repairs such as plumbing in the absence of the Manager;
- Monitors and checks the work of contracted janitorial staff to ensure a satisfactory standard of work;
- Performs any other related duties as assigned by the Manage Office Services and Facilities Management.

**Performance Standards:**

- A clean, secure, safe and comfortable working environment is achieved and maintained;
- Routine checks of campus, offices and grounds conducted and corrective actions taken in a timely manner as required;
- Repairs/maintenance are of a professional and satisfactory standard, cost effective and undertaken in a timely manner;
- Conducts routine checks on an ongoing basis to ensure the conservation of light, water and electricity and that doors and windows are secure are conducted;
- Access to workmen carrying out maintenance services or repairs is granted with due consideration to the security of staff and relevant security and safety policies and procedures;
- Arrangements for the movement of office furniture and equipment are effected in an efficient, effective and timely manner with due consideration to preserving their current state;

**Internal and External Contacts (specify purpose of significant contacts:**

Within the Ministry

<b>Contact (Title)</b>	<b>Purpose of Communication</b>
Departments/Sections & General staff	Matters relating to the maintenance of offices and classrooms/labs/washrooms and the repair and movement and of equipment, furniture, fixtures and lighting

**Contacts external to the organisation required for the achievement of the position objectives:**

<b>Contact (Title)</b>	<b>Purpose of Communication</b>
Contract service providers	Matters relating to the maintenance of offices,

Contact (Title)	Purpose of Communication
	washrooms, equipment, fixtures, lighting and access to the premises

**Required Competencies:**

**Core:**

- Effective verbal and listening communication and interpersonal skills
- Excellent customer service skills
- Ability to analyze, probe and provide practical solutions
- Ability to work in a team environment
- Attention to detail
- Ability to work with little or no supervision
- Ability to multi-task
- Ability to manage demanding work schedules and deadlines
- Good problem solving skills

**Technical:**

- Knowledge of the operations of Government policies and procedures
- Knowledge of occupational hazards and safety rules
- Skill in conducting minor repairs of electrical systems/lighting fixtures
- Knowledge of standard cleaning procedures, chemicals, products and equipment
- Ability to read and understand labels and instructions, particularly on the use and application of cleaning chemicals and products.
- Knowledge of supervisory practices and principles

**Minimum Required Education and Experience:**

- Secondary school education
- Certificate in Electrical/Plumbing/Office Attendant or general maintenance
- Two (2) years working experience in a similar position
- HEART training in Customer Service

**Authority To:**

- Recommend repairs and fixtures as is necessary

**Specific Conditions Associated with the Job:**

- Environmental demands may include exposure to noxious fumes and odors and to the outdoors, consistent with washroom and grounds maintenance duties
- Required to work beyond normal working hours and on weekends
- Works indoors and outdoors
- Involves strenuous physical demands including walking, standing, pushing, bending and lifting

**Validation of Job Description:**

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