



POST AND TELECOMMUNICATIONS DEPARTMENT

Applications are invited from suitably qualified persons to fill the following positions in the Department

ASSISTANT BUILDING/ MAINTENANCE MANAGER (SOG/ST5)

Job Summary

Under the general direction of the Building and Maintenance Manager, the Assistant Building/Maintenance Manager has responsibility for the day to day activities of the maintenance and repairs programme within the Corporate Area and provides technical support to large and medium size building projects.

Key Outputs

- Preventative maintenance programme developed and implemented;
- Systems and procedures developed and implemented;
- Electronic and electrically controlled, mechanized equipment maintained;
- Machines and equipment serviced;
- Air condition systems maintained;
- Elevators and hoists maintained;
- Specialized industrial kitchen equipment maintained;
- Plumbing and sewage systems installed/ maintained;
- Fire alarm systems installed and maintained;
- Stand by power plants, associated switch gears lighting and other electric fixtures serviced;
- Water and sewage plants installed and maintained;
- Technical advice and guidance provided;
- Appropriately skilled, motivated and organized staff in place;
- Up-to-date, accurate information systems sustained.

Technical / Professional Responsibilities

- Plans, schedules and manages preventative maintenance, repairs, improvement and capital projects;
- Determines, in collaboration with Senior Building and Maintenance Officer, detailed maintenance requirements for all equipment and services required in the post offices assigned;
- Designs and implements appropriate preventive maintenance schedule and assign staff accordingly;
- Designs and implements fault reporting procedures for equipment and systems;

- Ensures the proper lay out and operation of the workshop and the availability of tools (special and common) and special instruments;
- Responds to emergency maintenance and repairs and other calls within the Head Office and from Postmasters and Regional Inspectors and takes action where necessary;
- Plans and implements major and minor modifications and upgrade where necessary to enhance the maximum utility of mechanized postal operations;
- Ensures the establishment and maintenance of contact with suppliers of relevant instruments and equipment spares;
- Coordinates the implementation of various ground maintenance activities and programmes including energy and water conservation /efficiency initiatives;
- Develops and manages divisional safety programmes including assessing training need and implementing safety practices and procedures;
- Assists with the inspection of the department's facilities to determine replacement and /or maintenance activities;
- Collaborates with other government Departments to manage building codes fire safety, elevator safety and compliance;
- Determine along with telephone companies, cellular site locations on the compound of select post offices;
- Prepares and reviews bid documents; evaluates proposals for professional services, construction, goods and service contracts ensuring adherence to public sector procurement policies, guidelines and processes;
- Oversees the work of contractors and ensure projects are completed to required standards in accordance with timelines and budgetary allocations and other contract requirements/stipulations.

Management/Administrative Responsibilities

- Participates in the development of the corporate and operational plans and accompanying capital and recurrent budget for the division;
- Ensures the development, review and implementation of operational systems and procedures to guide the delivery of services within the span of control;
- Apportions funds for purchase of equipment spares with usage taking into account the relative importance of each component of the plant and other technical services;
- Assists with the design and implementation of suitable information system for stock and inventory control of materials equipment and tools in the stores;
- Authorizes the issue of equipment spares, tools, instruments, lighting fixtures and materials from the stores and ensure each is used for the correct purpose;
- Computes and recommends overtime work done by staff for payment;
- Keeps abreast of guidelines, policies procedures and legislations impacting deliverables;
- Assists in maintaining a healthy and clean office environment;
- Ensures the maintenance of accurate records of work performed, prepares and submits correspondences to relevant stakeholders in a timely and professional manner;
- Prepares and submits monthly progress reports including status of systems determined from the analysis of daily reports of work carried out;
- Keeps abreast of developments in the field by correspondence and relevant periodical and product information and attending courses as useful;

- Establishes and maintains contacts with suppliers of relevant instruments, equipment spares, contractors, representatives and service companies and with counterparts' postal organizations;
- Keeps abreast of continued development in the field of mechanized postal handling and other equipment in the delivery of postal services.

HR Responsibilities

- Oversees and guides the design of work plans and programmes for staff supervised ensuring staff is effectively utilized and productivity optimized;
- Collaborates with the Human Resource Management Section in developing and implementing a succession planning programme;
- Fosters teamwork and a harmonious working environment and promotes collaborative working across sections;
- Ensures that training and other development needs of employees are adequately identified and addressed;
- Manages the performance of staff, including transferring skills, motivating staff through coaching and mentoring, arranging for training, setting performance targets, monitoring performance; providing feedback to staff, and initiating corrective action where necessary to improve performance.
- Participates in the recruitment and selection of staff and recommends movement when appropriate;
- Recommends vacation, sick and departmental leave for staff supervised;
- Recommends disciplinary action in keeping with established human resource policies;

Performs any other related duties assigned from time to time

Required Competencies

- Sound analytic and troubleshooting skills;
- Excellent interpersonal skills;
- Sound knowledge of supervisory practices and principles;
- Good working knowledge of building codes and standards of practice and of laws governing building contracts and contracting;
- Proficiency in the use of computer programs, including computerized maintenance management software and MS Office suite;
- Sound knowledge of Government Procurement Guidelines.
- Working knowledge of project management
- Ability to read and interpret blue prints construction plans and specifications
- Knowledge of disaster preparedness methods, principles and requirements

Minimum Required Education and Experience

- Bachelors Degree in Estate/Property or Construction Management, Mechanical or Electrical Engineering or related field;
- Certificate in Supervisory management;
- At least 4 years of experience on the job training in the construction/ maintenance industry, with 2 years at the managerial/supervisory level;
- Any other equivalent combination of qualification and experience.

Conditions Associated With the Job

- Islandwide travel with irregular working hours;
- Working in confined or potentially dangerous areas;
- Valid driver's licence and a reliable motor vehicle.

Please forward application along with resume, no later than **May 12, 2017** to:

Senior Director, Human Resource Management

Post and Telecommunications Department

6 – 10 South Camp Road

Kingston

OR

hrunit@jamaicapost.gov.jm

NB: Only short-listed candidates will be contacted.