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CIRCULAR No. 282
OSC Ref. C.6222¹¹

27th June, 2023

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to fill/ be assigned to the following posts in the **Post and Telecommunications Department**:

Senior Repairs and Maintenance Specialist (SOG/ST 5) (Not Vacant) salary range \$3,094,839 - \$4,162,214 per annum.

Job Purpose

Under the supervisor of the Facilities Property and Maintenance Manager, the Senior Repair and Maintenance Specialist (Mechanical & Electrical) SOG/ST 5, undertakes complex mechanical and electrical activities on a wide variety of systems, components/equipment and structural facilities related to building repairs and maintenance. Provides advice and guidelines on matters concerning a wide range of complex mechanical system maintenance within the Post and Telecommunications Department.

Key Responsibilities

Management/Administrative

- Participates in the development of the Corporate/Operational Plan for the Regional Office;
- Prepares the Unit and Individual Plans in collaboration with Supervisor;
- Prepares and sign Individual Work Plans in collaboration with direct report;
- Prepares and submits the annual Regional Maintenance Programme and Budget;
- Ensures that policies, regulations and standards are adhered to in the conduct of building and maintenance contracts and assignments;
- Reviews and recommends payment vouchers and certificates of payments for satisfactory completion of work done at the postal facilities as assigned;
- Provides technical advice to the Regional Managers, Branch Managers on building and maintenance matters;
- Develops and maintains collaborative working relationships with the Postal Branch Managers and Staff;
- Prepares and submits Progress and Performance Reports;
- Keeps abreast of continued development in the field of mechanized postal handling and other equipment in the delivery of postal services.

Technical/Professional

- Plans, co-ordinates and monitors the implementation of the Regional Repairs and Maintenance Programme;
- Recommends changes to the programme as a result of budgetary and other changes;
- Recommends and seeks approval as necessary for the engagement of contractors to undertake minor repairs and maintenance activities in keeping with Government of Jamaica (GoJ) and Departmental guidelines and standards;
- Supervises minor repairs and maintenance contracts within the Regions as assigned and ensures that work orders are completed;
- Draft bills of quantities and provide input to contract documents for minor extensions, renovations and repairs of postal facilities within the Region;
- Assists in the conduct of site visits to ensure that building construction work is carried out in accordance with specifications and within agreed time frame; reports breaches or delays to the Director promptly;
- Ensures that all electrical equipment and fixtures, appliances and electronic mechanical equipment/apparatus and system are in good working order;
- Ensures the proper scheduling of work and that faults with mechanical and electrician equipment are entered and discharged in keeping with schedules;
- Manages the distribution of material and spare parts for activities in the regions; ensures that goods are verified and pro forma invoices are requested in keeping with proper procurement procedures and standards;
- Checks and verifies equipment, spare parts and tools prior to the placing of purchase requests; ensures the maintenance of proper inventory controls for parts and material;
- Supervises preventative maintenance on all types of electromechanical electrical equipment; ensures that faults are corrected in keeping with schedule;
- Ensures prompt response to emergency calls for repairs and maintenance issues in the

Regions.

Human Resource Management

- Manages the welfare and development of direct reports through the preparation of Performance Appraisals and recommendation of required Training and Development Programmes;
- Provides leadership to direct reports through effective objective setting, delegation, and communication processes;
- Provides guidance to direct reports through coaching, mentoring and training, providing assistance and support as needed;
- Ensures that training and other needs of direct reports are adequately identified and addressed;
- Ensures that direct reports are aware of and adhere to the policies, procedures and regulations which affect the Branch;
- Participates in the recruitment of direct reports for the Branch;
- Recommends Vacation Leave for direct report in keeping with established Human Resource policies;
- Recommends/Administers disciplinary action in keeping with established Human Resource policies.

Required Knowledge, Skills, and Competencies

- Excellent oral and written communication skills;
- Excellent interpersonal skills;
- Excellent planning and organizing skills;
- Excellent problem-solving and decision making skills;
- Integrity
- Initiative
- Good knowledge of mechanical and electrical concepts, principles and systems;
- Good knowledge of preventive maintenance method, principles, practices, and implementation.
- Good knowledge of the tools, equipment and supplies used in providing building maintenance services;
- Knowledge of laws governing building contracts and contracting;
- Knowledge of building codes and standard practices;
- Knowledge of disaster preparedness methods, principles and requirements;
- Knowledge of Project Management;
- Ability to analyze, diagnose, troubleshoot, and provide practical solutions.
- Ability to read and interpret plans and specifications for comparison with the progress of works;

Minimum Required Qualification and Experience

- Diploma in Construction/Electrical/Mechanical Engineering from an accredited Institution
- Certificate in Supervisory Management
- Plus 5 years working experience in a related field with 2 years at the supervisory level

Special Conditions Associated with The Job

- Works indoors and outdoors;
- Exposure to external environmental elements consistent with building maintenance and upgrade functions;
- Physical demands include walking, standing, stretching, bending and working in cramped spaces for extended periods;
- May be required to work beyond and outside of normal working hours in emergencies or to meet project deadlines.

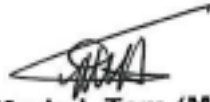
Applications accompanied by résumés should be submitted **no later than Monday, 10th July, 2023 to:**

**Director, Human Resource Management and Development
Post and Telecommunications Department
6 – 10 South Camp Road
Kingston**

Email: ceooffice@jamaicapost.gov.jm

Please note that only shortlisted applicants will be contacted.

Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers.



Merle I. Tam (Mrs.)
for Chief Personnel Officer
