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**CIRCULAR No. 156**  
**OSC Ref. C. 6222<sup>9</sup>**

14<sup>th</sup> April, 2022

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 the following **vacant** posts in the **Corporate Services Division-Facilities and Property Management Branch, Post and Telecommunications Department**:

**Facilities/Property Maintenance Manager (SOG/ST 8)**, salary range \$2,555,681 – \$3,037,902 per annum and any allowance(s) attached to the post.

**Job Purpose**

Under the general supervision of the Director, Facilities and Property Management, the Facilities/Property Maintenance, Manager (SOG/ST 8) is responsible for the development and management of the Preventative Maintenance Programme for the Post and Telecommunications Department (PTD). This involves developing and monitoring work programmes and schedules for the maintenance and up-grade of buildings, grounds, equipment and landscaping for the Corporate Office and postal facilities island-wide providing a clean and comfortable working environment, conducive to high levels of staff morale and productivity.

**Key Responsibilities**

***Management/Administrative:***

- Participates in the preparation of the Corporate/Operational Plan, Annual Budget for the Facilities/Property Maintenance Branch;
- Develops the Unit/Individual Plan of the Sections in alignment of the Department Strategic/Operational Plan;
- Assists in the development of new standards of practice for Project Management activities;
- Manages the workflow of direct reports;
- Conducts Inspection Tours of the facilities to monitor effectiveness of programmes and makes recommendations for improvements;
- Reviews requisitions to ascertain the needs for goods, effectiveness, quality and that expenditure are within Budget;
- Ensures the accurate and complete records of the administration of programmes, both electronic and paper are maintained;
- Prepares and submits special and monthly reports on areas of responsibility.

***Technical/Professional:***

- Develops, in consultation with the Director, Facilities and Property Management, objectives and procedures for the efficient operation of the Building Repairs and Maintenance Programme;

- Directs the development and implementation of schedules for the maintenance and upgrade of buildings, grounds, furniture, utilities, elevators, machinery, equipment and signage for the Offices;
- Provides advice on purchase priorities, major construction projects, renovation and similar projects requiring large capital expenditure for the PTD;
- Plans and oversees the implementation of the Department's overall Preventive and Predictive Maintenance Programmes, and the policies and procedures for maintenance and repair of facilities and equipment;
- Oversees the activities of various contractors and consultants for the fulfilment of property/facilities maintenance and development; supervises and evaluates the performance of Contractors;
- Ensures that requests regarding new constructions and renovations are processed and appropriate actions taken;
- Prepares and updates Annually, the PTD five years Strategic Plan for building repairs and maintenance for submission to Ministry of Science, Energy and Technology (MSET);
- Prepares for submission, the Annual Capital and Recurrent Budgets including costs for acquisition of property, new construction, embedment of safes and minor building repairs; Prepares Bills of Quantities for renovation of Post Offices and office space in preparation for advertisement for subsequent Tender process;
- Monitors, reviews and evaluates the performance of contracted service providers and takes the lead on improvement initiatives;
- Liaises with the Electrical Engineers, Contractors, Architects (Private and NWA) Quantity Surveyors, and Civil Engineers during the construction process;
- Maintains constant visits to the sites to observe the standard of work being undertaken; monitors targets dates and expenditure in relation to work completed to inform reports and Site Meetings;
- Ensures that consultants comply with designs and specifications stipulated in the contract/project document; discusses and decides with the Architect any variations during constructions;
- Liaises with the National Works Agency regarding Financial Statement and Final Progress Reports on the satisfactory completion of the construction; facilitates the clearance of advance to projects;
- Conducts site visits to Post Offices following instances of burglaries/break-ins and makes necessary recommendations for precautions and actions to ensure that the building is secured and repairs effected.

***Occupational Health and Safety (OHS):***

- Ensures compliance to OHS policy, procedures and Risk Assessments;
- Develops and manages Divisional Safety Programmes including assessing training needs and implementing safety practices and procedures;
- Monitors Building Management, Fire Alarm Detection and Suppression Systems and Fire Risk Assessments;
- Ensures action is taken to mitigate risks and all corrective and preventative action taken on issues arising;
- Keeps up-to-date with all legislation ensuring compliance to all standards and laws;
- Provides draft Disaster Evacuation Plans aligned with fire and building codes.

***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;
- Performs any other related duties that may be assigned by Supervisor from time to time.

### **Required Knowledge, Skills and Competencies**

- Excellent knowledge of Building Engineering; Design and Construction; Facilities Maintenance
- Excellent Project Management skill
- Excellent knowledge of construction process
- Good knowledge of Occupational Health and Safety policy, procedure and practices
- Good negotiation and contract management skills
- Sound knowledge of preparation of Bidding documentation for procurement
- Ability to prepare and manage a Maintenance Budget
- Ability to design and implement a comprehensive maintenance plan
- Able to setting out of building works
- Ability to conduct building envelope investigation
- Ability to collect and analyze equipment running data for maintenance purposes
- Good computer skills and competent user of Microsoft office suite; Microsoft project; Primavera; PH Stats; StatsGraphic; , AutoDesk Software (Revit, AutoCad), BMS and CMMS software
- Good knowledge of disaster preparedness methods, principles and requirements
- Excellent knowledge of GoJ laws governing building contracts and contracting
- Good knowledge of Strategic Plan and its responsibilities with respect to achieving its targets
- Good knowledge of the budgetary systems and procedures, with the ability to monitor and control the Maintenance Budget effectively
- Good knowledge of the Public Procurement planning processes and procedures, with the ability to prepare Tender and Bidding documents
- Sound planning and organizing skills
- Good interpersonal skills
- Sound problem-solving and decision- making skills
- Excellent leadership skill

### **Minimum Required Qualification and Experience**

- Bachelor of Science Degree in Estate/Property or Construction Management, Civil Engineering or related field or any other equivalent combination of qualification and experience;

- Diploma in Management/Public Administration;
- Seven (7) years of experience on the job training in the construction or other related field, with four (4) years at the managerial/supervisory level;
- Five (5) years Project Management experience in related field;
- Professional certify in Occupational Health and Safety would be an asset.

**Special Conditions Associated with the Job**

- Work with equipment and specialized software;
- Fast paced environment;
- High degrees of pressure, on occasions to meet tight deadlines;
- Exposure to dirt, dust, hot and humid conditions on project sites;
- Frequent intra island travel and extended working hours is required;
- May be required to travel internationally to attend conferences, seminars and meetings.

Applications accompanied by résumés should be submitted **no later than Friday, 29<sup>th</sup> April, 2022 to:**

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

Email: [hrunit@jamaicapost.gov.jm](mailto:hrunit@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.**