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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**:

**Senior Repairs and Maintenance Specialist (Mechanical/Electrical) (SOG/ST 5)**, salary range \$1,322,684 - \$1,572,255 per annum and any allowance(s) attached to the post

**Job Purpose**

Under the supervisor of the Facilities Property and Maintenance Manager, the Senior Repair and Maintenance Specialist (Mechanical and 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 signs 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;
- Drafts bills of quantities and provides 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 to 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 Proforma 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 electro mechanical 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;
- Performs any other related duties assigned by Supervisor from time to time.

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

- Ability of analyze, diagnose, troubleshoot and provide practical solutions
- Ability to read and interpret plans and specifications for comparison with the progress of works

- Sound Planning and Organizational Skills
- Good Interpersonal Skills
- Sound problem solving and decision- making skills
- Excellent leadership skill
- Knowledge of mechanical and electrical concepts, principles and systems
- 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
- Project Management

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

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

**OR**

- Equivalent HEART/NTA Certification in Building Maintenance – Level 2 plus seven (7) years' experience in the building and maintenance or related field/environment.

**OR**

- Any other equivalent combination of qualification and experience.

### **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 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.**