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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:**

**Superintendent (SOG/ST 6)**, salary range \$1,656,124 - \$1,968,611 per annum and any allowance(s) attached to the post.

**Job Purpose**

Under the general direction of the Facilities and Property Maintenance Manager, the Superintendent ensures that all facilities are structurally sound, mechanically operational, electrically efficient, and safe by planning and scheduling recurring preventative maintenance activities.

**Key Responsibilities**

***Management/Administrative:***

- Participates in development of the Corporate, Operational and Unit Plans and accompanying capital and recurrent Budget for the Division;
- Collaborates with Supervisor in the development of Individual Work Plan for signature and submission;
- Ensures the development/review and implementation of Operational Systems and procedures to guide the delivery of services within span of control;
- Provides technical advices and makes recommendation to improve operation;
- Keeps abreast of guidelines, policies procedures and legislations impacting deliverables;
- Assists in maintaining a healthy and clean office environment;
- Assists in the preparation and review of bidding documents;
- Assists in evaluating proposals for professional services, construction, goods and services contracts ensuring adherence to Public Sector Procurement policies, guidelines and processes.
- Keeps abreast of development in the field by correspondence and relevant periodical and product information and attending courses as useful;
- Keeps abreast of continued development in the field of mechanized postal handling and other equipment in the delivery of postal services.

***Technical/Professional***  
***Preventative Maintenance:***

- Develops the schedules for the maintenance and upgrade of buildings, grounds, furniture, utilities, elevators, machinery, equipment and signage for the Offices;
- Co-ordinates the implementation of various maintenance activities and programmes including energy and water conservation/efficiency initiatives;
- Monitors the preventative maintenance programme by providing a reliable and authoritative information, work orders, and reports;
- Plans and implements fault reporting procedures for equipment and systems;
- Inspects the Department's facilities to determine replacement and/or maintenance activities;
- Develops inspection schedules and conducts site visit to ensure adherence to all procedures and work completion;
- Determines in collaboration with Senior Building Repairs and Maintenance Officers, detailed maintenance requirements for all equipment and services required in the Post Offices assigned;
- Develops a method statement for the activity including Risk Assessment and Job Safety Environmental Analysis and Inspection Test Plan and Checklist based on specifications of the project;
- Responds to emergency maintenance and repairs and other calls within the Heads Office and from Branch Managers and takes action where necessary/appropriate;
- Plans and implements major and minor modifications and upgrade where necessary to enhance the maximum utility of mechanized postal operations.
- Collaborates with Government Departments to manage building codes, fire safety, elevator safety and compliance.

***Manage of Tools/Equipment/Parts:***

- Develops in collaborations with Stores suitable information system for stock and inventory control of material equipment and tools in the stores.
- Ensures the establishment and maintenance of contact with suppliers of relevant instruments/tools and equipment spares;
- Assists with the allocation of limited funds for purchase of equipment spares with usages taking into account the relative importance of each component of the plant and other technical services;
- Ensures the proper lay out and operation of the workshop and the availability of tools (special and common) and special instruments;
- Authorizes the issue of equipment spares, tools instruments, lighting fixtures and materials from the stores and ensures that they are used for the correct purpose;
- Computes and recommends overtime work done by staff for payment.

***Quality Assurance:***

- Manages all work methods and maintains knowledge on all quality assurance standards and monitors continuous application for all quality assurance processes and recommends corrective actions for all processes;
- Ensures the maintenance of optimal quality services/job performed and prepares monthly reports to evaluate performance;
- Ensures compliance to all Quality Manuals and Procedures and collaborates with maintenance team, contractors and suppliers to maintain the quality of all systems;
- 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;

- Assists in overseeing the work of contractors to ensure that projects are completed to required standards in accordance with timelines and budgetary allocations and other contracts requirements/stipulations.

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

- Assists in ensuring compliance to OHS policy, procedures and risk assessments;
- Assists in development and management of Department's safety programmes including assessing training needs and implementing safety practices and procedures;
- Assists in monitoring Fire Alarm detection and suppression systems and Fire Risk Assessments; ensuring action is taken to mitigate risks and all corrective and preventative action of issues arising;
- Keeps proactively up-to-date with all legislation ensuring compliance to all standards and laws.
- Provides draft Disaster Evacuation Plans aligned with Fire and Building Codes;
- Performs any other related duties assigned by Supervisor.

**Required Knowledge, Skills and Competencies**

- Knowledge of preventive maintenance method, principles and practices.
- Knowledge of building codes and standard practices.
- Knowledge of laws governing building contracts and contracting.
- Knowledge of the tools, equipment and supplies used in providing building maintenance services.
- Knowledge of mechanical and electrical concepts, principles and systems;
- Knowledge of disaster preparedness methods, principles and requirements;
- Project Management;
- Ability to read and interpret plans and specifications for quantity survey purposes and for comparison with the progress of works;
- Ability of analyze, diagnose, troubleshoot and provide practical solutions.
- 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, Electrical/Mechanical Engineering or related field;
- Certificate in Supervisory Management;
- At least 6 years of experience on the job training in the construction or other related field, with two (2) years at the managerial/supervisory level.

**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;

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.**