

POST AND TELECOMMUNICATIONS DEPARTMENT

CAREER OPPORTUNITY

Applications are invited from suitably qualified persons to fill the following position within the Department.

FACILITIES/PROPERTY MANAGER (SOG/ST 8) (VACANT)

WESTERN REGION

PAY BAND 11

Salary range \$6,820,273 - \$9,172,509 p.a.

JOB PURPOSE:

Under the general supervision of the Director, Facilities & 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 RESPONSIBILITY AREAS:

Management and Administrative

- Participates in the preparation of the Corporate/Operational Plan and annual Budget for the Facilities/Property Maintenance Branch.
- Develops the Unit/Individual Work Plan of the Section in alignment with the Department's 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 programs 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 programs, both electronic and paper are maintained.
- Prepares and submits special and monthly reports on areas of responsibility.

Technical/Professional Responsibilities

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

- 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 programs, and the policies and procedures for the 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 5 year Strategic Plan for building repairs and maintenance for submission to the 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 sites to observe the standard of work being undertaken; monitors target 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 construction.
- Liaises with the National Works Agency regarding financial statements 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 OH&S 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.
- Proactively keeps up-to-date with all legislation; ensuring compliance to all standards and laws.
- Provides draft disaster evacuation plans that are 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 reports in keeping with established human resource policies.
- Recommends/administers disciplinary action in keeping with established human resource policies.

REQUIRED COMPETENCIES

- Excellent oral and written communication skills;
- Excellent interpersonal skills;
- Excellent planning and organizing skills;
- Excellent problem-solving and decision making skills;
- Integrity
- Initiative
- Building Engineering; Design and Construction; Facilities Maintenance.
- Occupational Health & Safety policy, procedure and practices.
- Construction process.
- Project Management skills.
- Negotiation and contract management skills.
- Preparation of bidding documentation for procurement.
- Collecting and analyzing equipment running data for maintenance purposes.
- Computer skills and competent use of Microsoft Office Suite; Microsoft Project; Primavera; PH Stats; StatsGraphic.
- Disaster preparedness methods and principles and requirements.
- GoJ laws governing building contracts and contracting.
- Strategic Plan and its responsibilities with respect to achieving its targets.
- Budgetary systems and procedures, with the ability to monitor and control the maintenance budget effectively.
- Public Procurement planning processes and procedures, with the ability to prepare

tender and bidding documents.

MINIMUM REQUIRED EDUCATION AND EXPERIENCE:

- Bachelors of Science Degree in Estate/Property or Construction Management, Civil Engineering or related field or any other equivalent combination of qualification and experience.
- At least 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.
- At least five (5) years Project Management experience in related field.
- Professional certification in Occupational Health & 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 along with a detailed resume should be submitted no later than
Tuesday, August 8, 2023 to:**

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

Email: ceooffice@jamaicapost.gov.jm

NB: Please note only short-listed candidates will be contacted.