

POST AND TELECOMMUNICATIONS DEPARTMENT

CAREER OPPORTUNITY

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

SUPERINTENDENT (SOG/ST 6) (VACANT)

WESTERN REGION

PAY BAND 9

Salary range \$4,594,306 - \$6,178,830 p.a.

JOB PURPOSE

Under the general direction of the Facilities/Property Maintenance Manager, the **Superintendent (SOG/ST 6)** ensures that all facilities are structurally sound, mechanically operational, electrically efficient and safe by planning and scheduling recurring preventative maintenance activities.

KEY RESPONSIBILITY AREAS:

Management and Administrative

- Participates in the development of the Corporate, Operational and Unit Plan 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 advice and makes recommendation to improve operations.
- 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, services and 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 Responsibilities

Preventative Maintenance

- Develops the schedules for the maintenance and upgrade of buildings, grounds, furniture, utilities, elevators, machinery, equipment and signage for Offices.
- Coordinates the implementation of various maintenance activities and programmes including energy and water conservation/efficiency initiatives.
- Monitors the preventative maintenance program 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 visits 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 activities 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 Head Office and from Branch Managers and takes action where necessary/appropriate.
- Plans and implements major and minor modifications and upgrades 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 collaboration with Stores, suitable information systems 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, tool instruments, lighting fixtures and materials from the stores and ensures these items are used for the correct purpose.
- Computes and recommends overtime work done by staff for payment.

Quality assurance

- Manage all work methods and maintain 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/jobs 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 and 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)

1. Assists in ensuring compliance to OH&S policy, procedures and risk assessments.

2. Assists in the development and management of the Department's safety programmes including assessing training needs and implementing safety practices and procedures.
3. 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.
4. Proactively keeps up-to-date with all legislation ensuring compliance to all standards and laws.
5. Provides draft disaster evacuation plans aligned with fire and building codes.

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
- Preventive maintenance method, principles and practices.
- Building codes and standard practices.
- Laws governing building contracts and contracting.
- Tools, equipment and supplies used in providing building maintenance services.
- Mechanical and electrical concepts, principles and systems;
- Disaster preparedness methods, principles and requirements;
- Project Management;
- Reading and interpreting plans and specifications for quantity survey purposes and for comparison with the progress of works;
- Analyze, diagnose, troubleshoot and provide practical solutions.

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Bachelors of Science Degree in Estate/Property or Construction Management, Electrical/Mechanical Engineering or related field
- Certificate in Supervisory Management
- At least six (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 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.