



CIVIL SERVICE OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

Ministry/Entity: Ministry of Health

JOB TITLE:	Director, Health Facilities Maintenance
JOB GRADE:	SOG/ST 8
POST NUMBER:	27441
DIVISION/BRANCH:	Corporate Services Division/Health Facilities Maintenance Branch
SECTION/UNIT:	-
REPORTS TO:	Director, Corporate Services
MANAGES:	Civil Works Engineer SOG/ST 7 Electrical Engineer SOG/ST 7 Bio-Medical Engineer SOG/ST 7 Secretary 2 OPS/SS2

This document will be used as a management tool and specifically will enable the classification of positions and the evaluation of the performance of the post incumbent.

This document is validated as an accurate and true description of the job as signified below:

Employee

Date

Manager/Supervisor

Date

Head of Department/Division

Date

Date received in Human Resource Division

Date Created/Revised

1. JOB PURPOSE (Reason for Existence)

Under the general direction of the Director, Corporate Services, the Director, Health Facilities Maintenance is responsible for developing maintenance policies and strategies, establishing maintenance standards and guidelines for the public health sector and monitoring the quality of maintenance services.

2. KEY OUTPUTS (Results, Deliverables)

- Annual Budget and Work Plan prepared;
- Maintenance policies and strategies developed and implemented;
- Maintenance standards and guidelines established;
- Implementation of procedures in the maintenance of buildings and equipment in the delivery of health services monitored;
- Technical advice provided;
- Audits on Maintenance Units conducted;
- Reports prepared and submitted.

3. KEY RESPONSIBILITIES (Activities, Tasks)**A.) Management/Administrative Responsibilities**

- Participates in the development of the Division's Operational and Corporate Plans;
- Leads in the development of the Operational Plan for the Branch;
- Develops in collaboration with those supervised work plan for the Branch;
- Prepares individual work plan;
- Oversees the preparation and management of the annual budget for the Branch;
- Ensures that all members of staff in the Branch have written job descriptions;
- Prepares monthly management report on activities undertaken.

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B.) Technical/Professional Responsibilities;

- Develops maintenance policies, strategies and procedures to be pursued by the Ministry of Health for the maintenance of facilities and equipment in the public health sector;
- Establishes standards and guidelines for the operation of health facilities maintenance at the regional level of the health services;
- Collaborates with the Director, Project Planning and Implementation to ensure that buildings and equipment used in government health sector are standardized to facilitate cost effect maintenance;
- Reviews plans for the construction of health facilities to ensure that maintenance issues are properly addressed in the design and construction stage;
- Develops guidelines for the inspection of buildings and equipment used by the Ministry of Health and Regional Health Authorities in health care delivery institutions;
- Conduct periodic audits on the performance of maintenance units at the Regional and Ministry of Health levels;
- Monitors the implementation of procedures for quality control in the maintenance of buildings and equipment in the delivery of health services;
- Advises on gifts or equipment offered to the Ministry from the standpoint of the maintenance issues posed by these gifts;
- Advises on the need to contract maintenance services for selected buildings and equipment as appropriate;
- Provides technical guidance in the preparation of contracts;
- Ensures the development, implementation and maintenance of a comprehensive inventory control system for the management of equipment and supplies used in the maintenance of equipment at the Ministry of Health and health facilities;
- Provides technical guidance in the establishment of an information system for the management of building and equipment by the Ministry and Regional Health Authorities;

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- Collaborates with the Human Resource Planning and Development Unit in planning and coordinating programmes for the training and development of maintenance staff in the Ministry's Head Office and field levels of the health system;
- Visits Regional Health Authorities to assist in the implementation of major projects involving engineering activities, assists in the maintenance of the machine used in performing MIR and provide technical skills where these skills do not exist;

C.) Human Resource Responsibilities

- Provides leadership to staff supervised through effective goal setting, delegation and communication;
- Manages the welfare and development of staff supervised through the preparation of Performance Evaluation and recommends training and other programmes;
- Provides guidance to staff supervised through coaching, mentoring and support as necessary;
- Monitors the operations of the Branch and oversees and/or participates in the review and evaluation of the work of assigned staff;
- Promotes the building of institutional knowledge for the Branch by ensuring that established systems and procedures are documented and disseminated;
- Ensures that staff adheres to the policies and procedures of the Branch;
- Participates in the recruitment and selection of staff and recommends movement when appropriate;
- Recommends vacation leave and approves sick and departmental leave for staff in the Branch and participates in the administration of staff benefits in keeping with established human resource policies;
- Recommends/administers disciplinary action in keeping with established Human resource policies;
- Ensures that staff is provided with adequate and appropriate physical resources to enable them to undertake their duties efficiently and effectively;
- Conducts monthly and ad hoc staff meetings.

D.) Other Responsibilities:

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- Performs any other related duties, as assigned by the Director, Corporate Service or Permanent Secretary.

4. PERFORMANCE STANDARDS (How Success Will Be Measured)

- Annual Budget and Work Plan prepared within established timeframe and in the appropriate format;
- Effective maintenance policies and strategies developed and implemented within specific timeframe;
- Maintenance standards and guidelines established and submitted to Regional Health Authorities in a timely manner;
- Implementation of procedures in the maintenance of buildings and equipment in the delivery of health services monitored on a quarterly basis;
- Technical advice provided on maintenance issues is technically sound and timely;
- Quality audits on Regional Maintenance Units conducted as scheduled;
- Reports submitted are accurate, comprehensive and prepared in a timely manner;
- Measurable savings are derived from implementation of maintenance policies

5. INTERNAL AND EXTERNAL CONTACTS

i) Internal

Contact (Title)	Purpose of Communication
Director, Corporate Services	Matters relating to maintenance of equipment and buildings at health facilities and provide feedback
Project, Planning and Implementation Unit	Matters relating to standardization of buildings and equipment
Director, Standards and Regulations	Matters relating to the establishment of maintenance standards
Director, System and Information	Matters relating to information system for

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Contact (Title)	Purpose of Communication
Technology	the management of building and equipment for the Ministry
Regional Health Authorities – Regional Directors, Directors, Operation and Maintenance	Matters relating to monitoring and maintenance of buildings and equipment

ii) External Contact

Contact	Purpose of Communication
Bureau of Standards	Matters relating to establishment of standards for equipment
Contractors – Engineers/Architects	Matters relating to contract maintenance services
Suppliers	Matters relating to medical equipment, manufactures maintenance schedule, spares

6. REQUIRED COMPETENCIES

Core

- Ability to work at the strategic and operational level;
- Ability to communicate effectively orally and in writing;
- Good interpersonal skills and people management;
- Strong decision-making and critical thinking skills;
- Strong negotiation and dispute resolution skills;
- Excellent leadership, networking and relationship-building skills;
- Excellent analytical and problem solving skills;
- Good planning, organizing and time management skills;
- Ability to exercise sound judgment and conviction of purpose in unfavourable/unpopular situations;
- Ability to motivate, persuade and influence others;
- Ability to prioritise among conflicting demands;

- Good customer relations skills.
- Excellent skills in teamwork and cooperation;
- Ability to work harmoniously with a diverse group of people at various levels externally and internally;
- Ability to exercise tact and diplomacy in dealing sensitive and confidential employee situations;
- Strong goal/result orientation;
- Keen listener;
- Managing external relationships
- Excellent integrity/ethics exercised in the performance of duties.
- Maintains a high level of productivity and self-direction;

Technical

- In-depth knowledge and expertise in Maintenance Management;
- Knowledge of Jamaica Building and Electrical Code;
- Knowledge of the Town Planning Department's Code;
- Knowledge of Government's Tendering requirements and procedures;
- Working knowledge of inventory management software applications.

7. MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's Degree in Mechanical/Civil/Electrical/Bio-Medical Engineering;
- A minimum of ten (10) years experience in construction/maintenance of health facilities with a minimum of three (3) years at the managerial level;
- Any equivalent combination of education and experience

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8. SPECIAL CONDITIONS ASSOCIATED WITH JOB

- Required to work beyond normal working hours as the need arises;
- Required to travel locally.

9. AUTHORITY TO:

- Recommend policy relating to maintenance issues to Permanent Secretary / Corporate Services\Regional Directors;
- Recommend standard and guidelines to Regional Directors, Directors, Operation and Maintenance in Regions;
- Recommend termination of contracts;
- Recommend equipment to be used in health facilities;
- Conduct site visits and inspect equipment/buildings.

10. WORKING CONDITIONS

- Normal office conditions.