



CIVIL SERVICE OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

Ministry/Entity: Ministry of Health

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|-------------------------|---|
| JOB TITLE: | Senior Civil Works Technician |
| JOB GRADE: | SOG/ST 4 |
| POST NUMBER: | 27460 |
| DIVISION/BRANCH: | Project Planning and Maintenance Division |
| SECTION/UNIT: | Civil Works Section |
| REPORTS TO: | Director, Civil Works Engineer |
| MANAGES: | N/A |

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 direction of the Director, Civil Works Engineer, the Senior Civil Works Technician is responsible to analyze reported maintenance work order data as entered in all four (4) regions and head office for building structures and physical facilities into the Maximo Maintenance Management System to evaluate the condition of structures.

In addition to assist in the development of Maintenance Manuals as a guide to technicians and artisans in the Regions in maintaining building structures and physical facilities.

2. KEY OUTPUTS (Results, Deliverables)

- Performance data for building and physical facilities entered into the Maximo Maintenance Management System monitored;
- Audits of Regional Maintenance Systems conducted;
- Inspection of buildings and other physical structures carried out;
- Technical advice provided;
- Monthly reports prepared.

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

- Participates in the development of the operational plan for the Section;
- Prepares individual Work Plan;
- Prepares monthly report on activities undertaken.

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B.) Technical/Professional Responsibilities;

- Monitors performance data for building and physical facilities entered into the Maximo Maintenance Management System by all four (4) Regional Maintenance Unit (RMU) to develop an informed opinion of the condition of structures;
- Reads, understand and use schematic drawings as necessary to prepare maintenance manual as a guide to maintenance technicians in repairing/maintaining buildings, plumbing and sewage disposals systems;
- Conducts audits of Regional Maintenance Systems (RMS) to determine if maintenance procedures relating to buildings and facilities are being adhered to and standards met;
- Makes assessment of buildings drainage, plumbing and sewage disposals system as to condition, performance and the application of accepted maintenance standard;
- Assists in the development of manuals, standards and specifications to guide technicians and artisans in the region with respect to repairing buildings;
- Provides technical advice to Director, Project Planning and Maintenance, Director Civil Works Engineer on all matters pertaining to building maintenance, water, road, sewage and drainage systems;
- Carries out inspection of buildings and other physical structures after disasters to ascertain if the integrity of structures are maintained;
- Carries out minor repairs to buildings and facilities at the National Public Health Laboratory, Kingston School of Nursing, Flamingo Complex and staff residences as required;
- Assists the Regional Maintenance Units in conducting educational/orientation sessions for civil work technicians and artisans.

C.) Other Responsibilities:

- Performs any other related duty as assigned from time to time by the Director, Civil Works Engineer.

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4. PERFORMANCE STANDARDS (How Success Will Be Measured)

- Performance data for building and physical facilities entered into the Maximo Maintenance Management System monitored on a monthly basis and in keeping with set guidelines;
- Audits of Regional Maintenance Systems conducted on an annual basis or as the need arises;
- Inspection of buildings and other physical structures carried out in keeping with established standards and regulations and within a specific time frame;
- Technical advice provided are technically sound and timely;
- Monthly reports prepared are comprehensive, accurate and produced in agreed time frame;
- A high level of performance is consistently achieved.

5. INTERNAL AND EXTERNAL CONTACTS

i) Internal

| Contact (Title) | Purpose of Communication |
|---|---|
| Director, Civil Works Engineer | Obtain advice, receive directives and guidance, work assignments information regarding portfolio and provide feedback |
| Staff in the Division | Matters relating to capital projects. |
| Regional Health Authorities – Regional Directors, Maintenance Officers, | Matters relating to the maintenance of buildings |

ii) External Contact

| Contact | Purpose of Communication |
|---|---|
| Town Planning Department; Bureau of Standards | Matters relating to the construction of buildings and standards |

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6. REQUIRED COMPETENCIES

Core

- Ability to communicate effectively orally and in writing;
- Good interpersonal skills and people management;
- Good planning, organizing, time management and reasoning skills;
- 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

- Working knowledge of the Ministry of Health's maintenance standards and procedures;
- Working knowledge of the Maximo Maintenance Management System;
- Knowledge of Jamaica's Building and Electrical Codes;
- Knowledge of Plumbing and Electrical Systems.
- Knowledge of Land Surveying principles.

7. MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Diploma in Civil Engineering;
- Five (5) years experience in the construction and maintenance of buildings;
- Any equivalent combination of education and experience.

8. SPECIAL CONDITIONS ASSOCIATED WITH JOB

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

9. AUTHORITY TO:

- Access the Maximo Maintenance Management System

10. WORKING CONDITIONS

- Normal office conditions;