



CIVIL SERVICE OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

Ministry/Entity: Ministry of Health

JOB TITLE:	Senior Electro-Mechanical Technician
JOB GRADE:	SOG/ST 4
POST NUMBER:	50364
DIVISION/BRANCH:	Project Planning and Maintenance Division
SECTION/UNIT:	Electrical Mechanical Section -
REPORTS TO:	Director, Electrical Engineer
MANAGES:	Electro-Mechanical Technician

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 Electrical Engineer, the Senior Electro-Mechanical Technician is responsible to analyze reported maintenance work order data as entered by the Ministry of Health and all four (4) regions for electro-mechanical equipment into the Maximo Maintenance Management System to evaluate the condition and performance of these equipment.

In addition, to provide training for electro-mechanical technicians and users on the operation and care of electro-mechanical equipment.

2. KEY OUTPUTS (Results, Deliverables)

- Maintenance manuals for electro-mechanical equipment prepared;
- Electro-mechanical equipment inspected;
- New electro-mechanical equipment checked;
- Training workshops for electro-mechanical technicians conducted;
- 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.

B.) Technical/Professional Responsibilities;

- Observes the electro-mechanical equipment performance data entered into the

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Maximo Maintenance Management System by all four (4) Regional Maintenance Units, to develop an informed opinion of the conditions of those assets;

- Extracts the different pieces of electro-mechanical equipment maintenance history (costs, maintenance labour hours, spare parts, usage etc) for review and analysis of overall maintenance programme;
- Reads, understands and uses schematic drawings, blueprints and manufacturer's literature as necessary to prepare maintenance manuals as a guide to maintenance technicians and artisans in adjusting, repairing and modifying electro-mechanical equipment; (These include-Standby Generators, Boilers, Sterilizers, Air Conditioning Units, Operating Theatre Equipment, Morgue Units. Laundry Equipment, Kitchen Equipment and other health services delivery).
- Performs regular and random inspections of electro-mechanical equipment as is appropriate;
- Checks new electro-mechanical equipment after it is received and before it is put in use as requested;
- Recommends frequently used locally and/or manufacturer's purchased replacement spare parts to be kept in inventory stores for the repair of electro-mechanical equipment;
- Recommends replacement of equipment based on the records of repair costs and down time etc. provided by the Maximo Maintenance Management System records;
- Designs and oversees the fabrication of minor electro-mechanical or associated devices to assist in the operation and/or application of electro-mechanical equipment;
- Conducts training workshops for electro-mechanical technicians in the field with tests for theoretical and practical proficiencies suitable for certification at each grade level;
- Assists the Regional Maintenance Units in conducting educational/orientation sessions for employees who operate electro-mechanical equipment, as required

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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;
- Participates in the recruitment and selection of staff and recommends movement when appropriate;
- Recommends vacation leave and approves sick and departmental leave 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 undertake duties efficiently and effectively;

D.) Other Responsibilities:

Perform any other related duties, as assigned by the Director Electrical Engineer or Director, Project, Planning and Maintenance.

4. PERFORMANCE STANDARDS (How Success Will Be Measured)

- Maintenance manuals for electro-mechanical equipment prepared in accordance with local and international standards;
- Electro-mechanical equipment inspected as per maintenance schedule and/or on urgent requests;

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- New electro-mechanical equipment checked to ensure effective operation;
- Training workshops for electro-mechanical technicians conducted as the need arises.
- Monthly reports prepared are accurate and comprehensive

5. INTERNAL AND EXTERNAL CONTACTS

i) Internal

Contact (Title)	Purpose of Communication
Director, Project, Planning and Maintenance	Obtain advice, receive directives and guidance, information regarding portfolio and provide feedback
Senior Electrical Engineer	Obtain advice, receive directives and guidance, work assignments information regarding portfolio and provide feedback
Regional Health Authorities - Directors, Operation and Maintenance , Maintenance Manager, Maintenance Technicians, Artisans	Matters relating to the use and maintenance of electro-mechanical equipment

ii) External Contact

Contact	Purpose of Communication
Suppliers	Matters relating to the availability of spares
Manufacturers	Matter relating to maintenance schedule

6. REQUIRED COMPETENCIES

Core

- Ability to communicate effectively orally and in writing;
- Good interpersonal skills;
- Good decision-making and problem solving skills;
- Good leadership skills;

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- 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;
- Strong goal/result orientation;
- Keen listener;
- Excellent integrity/ethics exercised in the performance of duties.
- Maintains a high level of productivity and self-direction;

Technical

- Broad based knowledge of the electro-mechanical equipment used in the public health sector;
- In-depth knowledge of Ministry of Health's maintenance standards and procedures;
- Working knowledge of the Maximo Maintenance Management System;
- Proficiency in the use of relevant computer software;
- Knowledge of Electrical Codes

7. MINIMUM REQUIRED EDUCATION AND EXPERIENCE

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- Diploma in Electrical Engineering from a recognized tertiary institution;
- A minimum of five (5) years experience in the maintenance and calibration of electro-mechanical equipment;
- 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:

- Recommend replacement of electro-mechanical equipment;

10. WORKING CONDITIONS

- Normal office conditions;

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