



CIVIL SERVICE OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

Ministry/Entity: Ministry of Health

JOB TITLE:	Electro-Mechanical Technician
JOB GRADE:	SOG/ST 3
POST NUMBER:	
DIVISION/BRANCH:	Project Planning and Maintenance Division
SECTION/UNIT:	Electrical Mechanical Section -
REPORTS TO:	Senior Electro-Mechanical Technician
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)

Reporting to the Senior Electro-Mechanical Technician, the incumbent is responsible to assist in analyzing 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.

2. KEY OUTPUTS (Results, Deliverables)

- Electro-mechanical equipment inspected;
- New electro-mechanical equipment checked;
- Monthly reports prepared

3. KEY RESPONSIBILITIES (Activities, Tasks)

A.) Technical/Professional Responsibilities;

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

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- Recommends replacement of equipment based on the records of repair costs and down time etc. provided by the Maximo Maintenance Management System records;
- Assists in designing the fabrication of minor electro-mechanical or associated devices to assist in the operation and/or application of electro-mechanical equipment;
- Assists the Regional Maintenance Units in conducting educational/orientation sessions for employees who operate electro-mechanical equipment, as required

B.) Other Responsibilities:

Performs any other related duties, as assigned by the Senior Electro-Mechanical Technician or Director Electrical Engineer.

4. PERFORMANCE STANDARDS (How Success Will Be Measured)

- Electro-mechanical equipment inspected as per maintenance schedule and/or on urgent requests;
- New electro-mechanical equipment checked to ensure effective operation;
- 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

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Contact (Title)	Purpose of Communication
	guidance, work assignments information regarding portfolio and provide feedback
Senior Electro-Mechanical Technician	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;
- 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

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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

- Diploma in Electrical Engineering from a recognized tertiary institution;
- A minimum of three (3) years experience in the maintenance and calibration of electro-mechanical equipment;
- Any equivalent combination of education and experience.

8. SPECIAL CONDITIONS ASSOCIATED WITH JOB

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- 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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