JOB DESCRIPTION AND SPECIFICATION

JOB TITLE	Maintenance Officer
JOB GRADE	Level 1
POST NUMBER	
DIVISION	Alternate Care Services Division
REPORTS TO	Assistant Manager, Facility
DIRECT REPORTS	N/A
SALARY – LEVEL 1	*Salary: $1,018,136.00 – $1,369,279.00 per annum as at April 1, 2026*

This document serves as a management tool and will be used specifically for 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

JOB PURPOSE

The Maintenance Officer is responsible for ensuring a safe, clean and well-maintained physical environment that supports the health, safety and overall well-being of the children in the care of the facility. The incumbent plans and carries out routine maintenance, minor repairs, landscaping and groundskeeping of the facility and its grounds, maintains tools, equipment and household appliances in good working condition, and ensures the safe collection and disposal of waste, thereby promoting a high standard of living conditions that enhances the physical and emotional well-being of the residents.

KEY OUTPUTS

- Facility buildings, fixtures, furniture and infrastructure maintained and minor repairs effected
- Minor plumbing and electrical repairs effected
- Grounds landscaped, manicured and maintained
- Trees, shrubs and hedges pruned, trimmed and controlled
- Drains, manholes, gutters and walkways cleaned and maintained
- Kitchen garden established and maintained
- Fertilisers, herbicides and insecticides applied safely and as required
- Tools, equipment and household appliances maintained in good working condition and securely stored
- Trash and waste collected and transported to designated disposal areas
- Clean, safe and hazard-free environment maintained
- Incident reports documented and submitted
- Occupational safety and health requirements complied with

JOB RESPONSIBILITIES

Operational – Grounds and Landscaping

- Plan and carry out the landscaping and maintenance of the facility's grounds, including the watering of grass and trees and the weeding of flower beds and areas around trees.
- Prune and trim trees, shrubs and hedges, ensuring that they are sufficiently controlled and do not present a hazard to children, members of staff or property.
- Mix and spray or spread fertilisers, herbicides and insecticides onto grass, shrubs and trees using hand and/or power tools, in accordance with the manufacturers' instructions and established safety requirements.
- Establish and maintain a kitchen garden in support of the nutritional requirements of the facility.
- Maintain lawns, pathways, play areas and other outdoor spaces in a clean, manicured and safe condition.

Operational – Repairs and Maintenance

- Inspect buildings, fixtures, furniture and infrastructure on a regular basis and effect minor repairs as required.
- Effect minor plumbing repairs, including the repair and replacement of taps, pipes, cisterns and related fittings.
- Effect minor electrical repairs, including the replacement of bulbs, switches and fittings, in accordance with established safety requirements.
- Clean and maintain the property infrastructure, including drains, manholes, gutters, fencing and walkways.
- Assist with the preparation and cleaning of furniture and equipment to the required standard.
- Ensure that tools, equipment and household appliances are properly used, maintained in good working condition and securely stored at the close of each working day.
- Report to the Assistant Manager, Facility any defect, damage or hazard requiring the attention of a specialist contractor or tradesman.

Operational – Sanitation, Waste and Safety

- Collect trash and waste and ensure that same is transported to the designated disposal areas or receptacles.
- Maintain the cleanliness of the external environment of the facility, including the removal of debris and overgrowth.
- Comply with occupational safety and health requirements, including the correct use and storage of tools, chemicals and personal protective equipment.
- Prepare and submit incident reports in respect of accidents, injuries, damage and hazards observed at the facility.
- Assist with emergency preparedness exercises, evacuation drills and the securing of the facility as required.

Other Responsibilities

- Ensure maintenance of confidentiality and trusting relationships in accordance with the mandate of the Agency.
- Observe the Agency's child safeguarding policies and code of conduct in all interactions with children in the care of the facility.
- Attend meetings, seminars and other training sessions as required.
- Perform any other related duties as may be assigned from time to time.

PERFORMANCE STANDARDS

- The facility's buildings, fixtures and infrastructure are properly maintained and in excellent condition at all times.
- Repairs to equipment, furniture and infrastructure are effected in a timely manner and to the required standard.
- Grounds are manicured and maintained, and trees, shrubs and hedges are sufficiently controlled at all times.
- The kitchen garden is established and maintained at all times.
- Trash and other waste are collected and disposed of in a timely manner.
- Tools, equipment and household appliances are kept in good working condition and are secured.
- Furniture and equipment prepared and cleaned are done to the highest standard.
- Fertilisers, herbicides, insecticides and other chemicals are stored, handled and applied safely and in accordance with instructions.
- Defects, damage and hazards are reported promptly upon observation.
- Incident reports are accurate and submitted within established timelines.
- Occupational safety and health requirements are observed at all times.
- Confidentiality, integrity and professionalism are maintained in the execution of duties and in personal conduct.
- Mutual respect displayed in the working environment at all times.

JOB DIMENSIONS (AUTHORITY, SCOPE AND IMPACT OF JOB)

- Access to the storeroom, tool room and other areas of the facility in the execution of assigned duties.
- Custody and use of tools, equipment, materials and chemicals issued for the performance of duties.
- Authority to effect minor repairs only; major repairs are referred to the Assistant Manager, Facility.
- Report defects, damage, hazards and shortages of materials and supplies observed at the facility.
- Recommend improvements to the maintenance, landscaping and waste disposal arrangements of the facility.
- Liaise with members of staff, contractors and service providers in the execution of maintenance activities.

QUALIFICATION AND EXPERIENCE

Option 1:

- Four (4) CSEC/GCE subjects, including English Language and Mathematics.
- Landscaping certificate.
- A minimum of two (2) years' related experience.

Option 2:

- VTD Certification (Maintenance and Repairs) or equivalent qualification.
- Landscaping certificate.
- A minimum of two (2) years' related experience.

Or any equivalent combination of education and experience.

REQUIRED COMPETENCIES

Behavioural	Level	Technical	Level
Oral Communication	2	Knowledge of building maintenance and minor repair methods and practices	3
Written Communication	2	Knowledge of basic plumbing principles and practices	3
Teamwork and Cooperation	3	Knowledge of basic electrical principles and practices	3
Interpersonal Skills	3	Groundskeeping and landscaping skills	4
Dependability and Punctuality	3	Use and maintenance of gardening tools, hand tools and power tools	3
Initiative	3	Knowledge of the safe handling, storage and application of herbicides, fungicides, fertilisers and pesticides	3
Integrity and Confidentiality	3	Knowledge of horticulture and kitchen garden cultivation	3
Compliance	3	Repair and maintenance of mechanical equipment and household appliances	3
Methodical Approach	3	Knowledge of occupational safety and health requirements	3
Problem Solving	2	Knowledge of CPR and First Aid	2
Time Management	2	Report writing skills	2
Adaptability	2	Basic knowledge of the Child Care and Protection Act and the Agency's child safeguarding requirements	1
Multi-tasking	3		
Mutual Respect and Observation	3		

WORK RELATIONSHIPS

Internal	External
• Assistant Manager, Facility • Facility Manager • Alternate Care Services Division • Support Services Unit • All Members of Staff • Children in the care of the facility	• Contractors and Tradesmen • Suppliers and Service Providers • Utility Companies • General Public

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Frequent exposure to dust, chemicals, fumes and the elements.
- Highly physical work requiring gross body coordination, equilibrium, dynamic strength and flexibility.
- Required to stand, walk, bend, stoop, climb and lift heavy items in the execution of duties for extended periods.
- Exposure to very hot and hazardous conditions, including work at heights and the use of power tools and chemicals.
- May be required to work outside of regular working hours, including weekends and public holidays, and to work flexible hours in response to the operational needs of the facility.
- Required to use the prescribed personal protective equipment in the execution of duties.
- Required to work under pressure and to multi-task.
- Required to work in a residential child care facility in which children reside, and to maintain the strictest confidentiality in respect of information relating to the children in the care of the facility.