

**Child Protection and Family Services Agency
Ministry of Education, Skills, Youth & Information
JOB DESCRIPTION AND SPECIFICATION**

JOB TITLE	Maintenance Officer
JOB GRADE	Level 1
POST NUMBER	
DIVISION	Child & Family Intervention Services
REPORTS TO	Manager, Facility
DIRECT REPORTS	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

JOB PURPOSE

The Maintenance Officer is responsible for ensuring a safe, clean, and well-maintained environment that supports the health, safety, and overall well-being of the wards. This role involves performing routine maintenance, repairs, and upkeep of the facility and its grounds to create a positive and nurturing environment. The Maintenance Officer plays a critical part in promoting a high standard of living conditions that enhance the physical and emotional well-being of the residents.

KEY OUTPUTS

- Incident reports documented
- Occupational, Safety & Health Compliance
- Manicured grounds
- Maintenance of equipment, tools, and household appliances
- Kitchen garden
- Clean environment

JOB RESPONSIBILITIES

- Plan and carry out landscaping and maintenance of facility grounds including the watering of grass, trees; weeding around trees and flower beds
- Mix and spray or spread fertilizer, herbicides, or insecticides unto grass, shrubs and trees using hand and/or power tools
- Clean and maintain the property infrastructure, including drains, manholes, walkways etc.
- Effect minor plumbing and electrical repairs
- Inspect and effect minor repairs to fixtures, furniture and infrastructure
- Establish and maintain kitchen garden
- Collect and ensure that trash and waste are transported to disposal areas/receptacles
- Ensure that equipment and tools used are properly stored and kept in good working condition
- Prune and trim trees, shrubs, and hedges ensuring that they are sufficiently controlled
- Attend meetings, seminars and other training sessions as required
- Perform any other duties as assigned from time to time

PERFORMANCE CRITERIA

- Kitchen garden is maintained at all times
- Repairs to equipment, furniture and infrastructure are done in a timely manner
- Trash and other waste are disposed of in a timely manner

- Equipment and tools are kept in good working condition and are secured
- Furniture and equipment prepared and cleaned are done to the highest standard
- Property is properly maintained in excellent condition at all times

JOB DIMENSIONS (AUTHORITY, SCOPE AND IMPACT OF JOB)

- Access to storeroom
- Effect only minor repairs

QUALIFICATION & EXPERIENCE

- Four (4) CSEC/GCE subjects including English Language and Mathematics
- VTD Certification (Maintenance & Repairs) or equivalent qualification
- Minimum of two (2) years' related experience

OR

Any equivalent combination of education and experience

REQUIRED COMPETENCIES

- Repairing and maintaining mechanical equipment
- Excellent grounds keeping skills
- Use of gardening tools
- Use of herbicides, fungicides, fertilizers and pesticides
- Knowledge of CPR and First Aid
- A pleasant personality
- Report writing skills
- Must be dependable, courteous and a team player
- Ability to multi-task, and to work under pressure

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Frequent exposure to dust
- May need to work outside of regular working hours including weekends
- Need to work flexible hours
- Highly physical activities
- Gross body coordination and equilibrium
- Dynamic strength and flexibility
- Very hot, hazardous situations
- Must possess the ability to multi-task
- Must be able to work under pressure

WORK RELATIONSHIPS

Internally
Members of Staff

Externally
General Public

VALIDATION

This document is validated as an accurate and true description of the job when agreement of the Chief Executive Officer is signified below.

CEO, Child Development Agency

Date