



LAND SETTLEMENT AGENCY

Unit : Corporate Services Unit

Position : General Maintenance Officer

Job Summary

The General Maintenance Officer performs routine and extensive range of work in the repair and general maintenance of facilities, buildings, and equipment under general supervision. The incumbent will execute work within established procedures and process under both verbal and written instructions.

Organizational Relationships

- The General Maintenance Officer reports directly to the Administrative Support Clerk II.
- Interfaces with other Divisions / Units.
- Interfaces with personnel from the Ministry of Housing and Urban Development and other Agencies inclusive of suppliers.

Duties and Responsibilities

- Performing repair or general Maintenance work of facilities, buildings, grounds, and equipment at various sites including electrical, carpentry, plumbing, masonry, glazier, and painting tasks.
- Performing minor repairs, troubleshooting on equipment as needed.
- Moving and assisting in transportation of furniture and equipment.
- Setting up and breaking down cubicle partitions, exercising discretion to identify projects that need higher skilled crafts individual's services.
- Activating and deactivating building alarms and responding to alarm calls after and during regular work hours.
- Liaises with suppliers re: vehicle maintenance
- Assists with the movement of items/office equipment at the Agency's respective offices
- Any other related function/s as assigned by the Administrative Support Clerk II

Qualifications, Training and Experience

- High school diploma in vocational or technical (e.g. NEC) program or Minimum of five (5) CXC/GCE O'Levels, including Mathematics and English
- Experience in building and mechanical equipment maintenance and repair
- Equivalent combination of education and experience
- Valid Driver's Permit (which includes Manual Transmission)
- Three (3) years driving experience