

## MAINTENANCE TRADESMAN – LEVEL 1

POSITION IDENTIFICATION		FUNCTIONAL RELATIONSHIPS	
<b>Job Title:</b>	Maintenance Tradesman – Level 1	<b>Direct Reports:</b>	
<b>Reports to:</b>	Maintenance Supervisor - Civil (North)	<b>Internal Contacts:</b>	SLASPA Personnel
<b>Department:</b>	Engineering North	<b>External Contacts:</b>	Contractors, Port Community, tenants

### JOB SUMMARY:

Performs maintenance work on timber and masonry structures, roofs, doors and hardware, plumbing lines and fixtures; assist in the upkeep of berths and hardware; assists in the maintenance of pavements; undertakes construction of minor structures/units; performs painting and tiling at the Authority’s facilities.

### DUTIES AND RESPONSIBILITIES

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- Install timber fixtures with all necessary ironmongery;
- Maintenance works at roofs of the Authority’s buildings;
- Perform drywall construction and finish.
- Conduct daily maintenance inspections of building, berthing structures, pavements and report faults or deficiencies to Supervisor for further action;
- Perform moderate joinery/carpentry, plumbing, tiling, roofing, painting, and masonry works as per maintenance schedule or as necessary in keeping with minimum work standards established by the Civil Section;
- Assists in executing repairs to asphalt and concrete pavements;
- Assist in the quantifying and advising on materials for procurement in order to undertake maintenance work;
- Provide maintenance support and monitor contracted civil works on behalf of the Authority to ensure highest product quality and workmanship and report any questionable observations to Supervisor.
- To carry out preventive maintenance as scheduled.
- Provide Technical advice and assistance to speedily resolve maintenance issues;
- Assist in keeping inventory of tools, materials and equipment;
- Completion of work orders generated from Facilities Management Systems (FMS) as per work schedule and as required by Supervisor.

### QUALIFICATIONS, SKILLS & EXPERIENCE

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- Secondary school certificate (at least four CXC passes including English and Mathematics)
- Certificate in Building trades or equivalent 10 years’ experience in the field.
- At least a minimum experience of five (5) years as a Maintenance Tradesman
- Computer literate, should possess knowledge of construction and building maintenance; should be versed in reading of CAD drawings
- Excellent interpersonal, communication skills.
- Working knowledge of and proficiency in MS Office Suite.

- Must be able to understand technical literature and follow instructions for any repair and for maintenance procedures.
- Must have a working knowledge of construction materials and methods.
- Must have a basic understanding of plumbing and plumbing methods.
- Must have a working knowledge of mixing and applying concrete, block work and concrete additives.
- Must have a working knowledge of paints, vanishes, and lacquers and use of these materials.
- Must have knowledge of the safe use of hand and power construction tools.

**FAVORABLE ATTRIBUTES**

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- Responsible, accountable, good work ethic, flexible, safety conscious, creative and innovative.
- Function with a team environment.
- Ability to be flexible with work assignments.
- Ability to use one’s initiative and be proactive.
- Ability to prepare write reports on specific maintenance issues

**SIGNATURE**

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I confirm that the requirements of this job description were discussed with me and I understand what is expected of me.

Employee’s Name : \_\_\_\_\_

Employee’s Signature : \_\_\_\_\_

Date : \_\_\_\_\_