

JOB DESCRIPTION

POSITION IDENTIFICATION		FUNCTIONAL RELATIONSHIPS	
Job Title:	Workshop Assistant – Southern Division	Direct Reports:	N/A
Reports to:	Maintenance Supervisor - Civil	Internal Contacts:	SLASPA Personnel
Department:	Engineering	External Contacts:	SLASPA Stakeholders

JOB SUMMARY:

Performs cleaning of the Workshop on a regular basis. Assist Maintenance Tradesman in performing maintenance works on timber and masonry structures, doors and their hardware; maintenance of pavements, roof maintenance at the Authority's buildings; assist Plumber in performing maintenance to plumbing lines and fixtures; performs vegetation control and lawn maintenance; carries out cleaning and maintenance of stormwater and wastewater infrastructure

DUTIES AND RESPONSIBILITIES

1. Assist Maintenance Tradesmen in executing civil works.
2. Assist Plumber in executing plumbing works.
3. Assist Painter in executing painting works and in performing inventory audit of paints.
4. Assist in keeping inventory of tools, materials and equipment;
5. Assist with inspections and related Preventive and breakdown maintenance work orders;
6. Cleaning the workshop in keeping with standards;
7. Perform vegetation control and lawn maintenance as required
8. Cleaning and maintaining stormwater infrastructure as required
9. Cleaning and maintaining wastewater infrastructure as required
10. Desilting of existing drains.
11. Any other relevant duties as may be assigned from time to time.

QUALIFICATIONS, SKILLS & EXPERIENCE

- Secondary School Leaving Certificate
- At least two years' experience in the building maintenance/construction field.
- English and Mathematics literacy
- Must have a basic working knowledge of construction materials and methods.
- Must have a basic understanding of plumbing and plumbing methods.
- Must have a basic working knowledge of mixing and applying concrete, block work and concrete additives.
- Must have a basic working knowledge of paints, varnishes, and lacquers.
- Must be able to understand technical literature and follow instructions for any repair and for maintenance procedures.
- Must have a knowledge of the safe use of hand and power construction tools.
- Excellent interpersonal, communication skills.

- Outstanding problem-solving skills.
- Excellent time management and organizational skills.
- Excellent writing skills.
- Active listening Skills.

FAVORABLE ATTRIBUTES

- Function with a team environment.
 - Ability to be flexible with work assignments.
 - Ability to use one's initiative and be proactive.
 - Ability to stimulate and manage change and develop strong teams.
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