



CAREER OPPORTUNITY

Applications are invited from suitably qualified persons to fill the post of:
MAINTENANCE & FACILITIES MANAGER

ROLE AND FUNCTIONS OF JOB:

Under the direction of the Director - Institutional Benefits, Projects & Maintenance, the Maintenance & Facilities Manager is responsible for the effective and efficient maintenance and upkeep of islandwide facilities to include plumbing, electricity, major equipment, general physical plant maintenance and repair. Ensure that a secure, safe, healthy and environmentally friendly working environment is available for employees and customers. Ensure that there is no breach of Government Regulations regarding company facilities.

CORE DUTIES & RESPONSIBILITIES:

- Plan and supervise all maintenance activities and ensure that they are carried out in accordance with schedule.
- Organize all activities related to the maintenance and improvement of buildings and premises and monitor to ensure satisfactory completion.
- Prepare documents to facilitate the procurement of services for building and premises improvement and maintenance.
- Monitor Lease/Tenancy Agreements to ensure that there are no violations on the part of the company and the Lessors.
- Develop and maintain an islandwide directory of Building Contractors, Air Condition Technicians, Electrical Technicians and other Equipment Service Providers.
- Provide technical support to the Administration Department in the preparation of documents for the procurement of services for building maintenance.
- Troubleshoot requests for electrical/mechanical/equipment repairs to determine if external support is required.
- Visit all locations to do physical inspection of premises, identify any Environmental, Health and Safety hazards, recommend and implement remedial actions.
- Ensure that the company is in full compliance of all Security Regulations, Safety Regulations, Environmental Regulations, Building Codes and Regulations.

QUALIFICATIONS & EXPERIENCE:

- Bachelor Degree in Electrical Engineering, Mechanical Engineering or Facilities Maintenance Technology from a recognized institution or any other equivalent qualification.
- Project Management certification
- Formal training in Occupational Health and Safety, an asset.
- Training in Environmental Management, an asset.
- Knowledge of the Government's Procurement Guidelines, an asset.
- First Aid/CPR training, an asset.
- Knowledge of Building Safety, Security and Fire Protection Codes and Regulations
- Working knowledge of Air conditioning and heating systems, an asset
- A minimum of five (5) years working experience in Civil Works Maintenance, Building or Plant Maintenance or any equivalent experience

Applicants are invited to submit their applications no later than **Thursday, January 19, 2023 to:**

The Human Resource Department
NATIONAL HEALTH FUND
6th Floor, The Towers
25 Dominica Drive
Kingston 5

Apply Here: <https://nhf.orangehrmlive.com/recruitmentApply/32/view>

NB. We appreciate all responses, but only short listed candidates will be contacted.