



HUMAN RESOURCE MANAGEMENT DIRECTORATE

Church Folly, Grand Turk, Turks & Caicos Islands. Ph: 649-946-2801, Fax: 649-946-1582

GOVERNMENT VACANCY

JOB TITLE: Maintenance Assistant

DEPARTMENT: TCI Border Force

MINISTRY: Ministry of Immigration & Border Services

LOCATION: Providenciales

JOB SUMMARY:

The job holder performs a variety of work in the general maintenance and repair of grounds, buildings, and equipment ensuring that the facilities inside and outside are suitable for use.

KEY DUTIES AND RESPONSIBILITIES:

1. Perform minor repairs of all grounds, buildings and equipment
2. Perform preventive maintenance procedures on facilities on a scheduled basis, including inspecting, checking, painting, repairing and replacing.
3. Clean and inspect equipment and undertake minor maintenance procedures
4. Respond to emergency maintenance requests as required
5. Assist with the renovation/remodelling of buildings; repair plaster and drywall; paint building structures
6. Maintain work logs and work orders
7. Maintain records of scheduled maintenance procedures
8. Obtain estimates for supplies, repair parts; orders parts as needed through the supervisor
9. Refer maintenance issues to qualified trades personnel as necessary
10. Perform any other related tasks that may be assigned
11. Adhere to all Public Service codes, rules and regulations

SALARY: Grade 1: \$745.38 bi-weekly

APPLICATION PROCEDURE:

Resumes with current contact information must be accompanied by a Cover Letter and two letters of reference (one preferably from a former employer) as well as copies of educational certificates and a copy of the Passport photo page, National Turks & Caicos Islander Status Card (where applicable).

Applications should be addressed to The Director, Office of the Human Resource Management Directorate, Church Folly, Grand Turk.

We thank all applicants for their interest, however, only persons selected for an interview will be contacted.





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