



# HUMAN RESOURCE MANAGEMENT DIRECTORATE

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

## GOVERNMENT VACANCY

<b>JOB TITLE:</b>	<b>MAINTENANCE SUPERVISOR</b>
<b>MINISTRY:</b>	<b>PHYSICAL PLANNING AND INFRASTRUCTURE DEVELOPMENT</b>
<b>DEPARTMENT:</b>	<b>PUBLIC WORKS DEPARTMENT</b>
<b>LOCATION:</b>	<b>PROVIDENCIALES</b> but at the discretion of TCIG may be relocated to another part of TCI. Travel within TCI will be required.

### **JOB SUMMARY:**

The post holder's responsibilities include the day to day oversight of building maintenance works throughout the Islands, some management of small direct labour projects and offer assistance to monitor larger contracted works. The post holder will assist in the evaluation of works and repairs needed.

### **KEY DUTIES AND RESPONSIBILITIES:**

1. Assist Supervisors in the day to day Maintenance operations and maintenance programmes
2. Identify bulk materials requirements and budget and prepare procurement plans which ensure timely delivery.
3. Assist in preparation of contract documentation and contract specifications
4. Oversee on a daily basis the direct labour and maintenance contract works
5. Monitor the performance of direct labour and contractors to ensure quality
6. Monitor the performance of direct labour and contractors to ensure work meets time and budget constraints
7. Adhere to all Public Service codes, rules and regulations
8. Perform other related tasks as assigned.

### **QUALIFICATIONS AND EXPERIENCE:**

#### **Qualifications:**

Essential: a minimum of a Diploma in or Certificate in one of the following fields (Construction, electrical, air conditioning, plumbing, civil works)

Desirable: Attendance on technical and or maintenance courses will be an advantage

#### **Experience:**





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- A minimum of two (2) years experience in a relevant construction field.
- At least one (1) year experience managing or overseeing a project from conception to completion.
- Some experience in contract preparation is desirable.
- Experience in management and a small team of labourers is desirable.

## **SALARY:**

- Grade 3.1 \$27,383.00 per annum

## **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). Shortlisted candidates must submit a Police Certificate.

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

**Current serving officers must apply through their Head of Department.  
Applications without supporting documents will not be processed.**

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

