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CIRCULAR No. 302
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16th December, 2015

Permanent Secretaries, Heads of Departments and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to fill the post of **Maintenance Technician** on a contractual basis in the **Agro-Investment Corporation, Ministry of Agriculture and Fisheries**, salary range \$1,205,533 - \$1,446,640 per annum and any allowance(s) attached to the post.

Job Purpose

Under the supervision of the Property and Fixed Asset Manager the Maintenance Technician will implement, upgrade, troubleshoot, repair, maintain, and install equipment and control systems. He/she will report any electrical or mechanical faults promptly.

Key Responsibilities

- Identifies deficiencies/challenges and makes recommendations to the Supervisor.
- Assures that safety standards are used which comply with all Government guidelines.
- Servicing and maintenance of chill rooms including condensing units, electrical control panels and evaporators.
- Conducts preventative maintenance to ensure efficient operation of all chill rooms.
- Conducts maintenance for electrical switch gears on the secondary side of the main electrical control room.
- Conducts maintenance of the standby generator.
- Conducts servicing and maintenance of the electrical lighting and fixtures, electrical power equipment and appliances, air conditioning units/systems, and refrigerated containers according to instruction from senior officers and equipment service manual.
- Conducts minor electrical installations.
- Responsible for alerting the Property Manager of any unusual occurrence and/or damage that have taken place or that may occur.
- Responsible for 24-hour emergency maintenance service as scheduled.
- Responds to all maintenance service requests promptly.
- Assists in servicing and replacing minor plumbing fixtures.
- Assists in minor carpentry and repair work.
- Assists in monitoring all work being performed by outside contractors.
- Maintains machinery, equipment, and tools by cleaning, lubricating, greasing, oiling, to ensure optimum working order.
- Maintains and makes routine repairs to electrically powered equipment and appliances. according to instruction from senior officers and equipment service manuals.
- Schedules and completes the "Preventative Maintenance Program".
- Performs other duty assigned from time to time by your Supervisor.

Minimum Required Qualification and Experience

- A Diploma/Certificate related to the skilled area
- 2-3 years electrical maintenance experience
- Experience in the operation of refrigeration and air-conditioning equipment
- Ability to perform minor plumbing, painting, and carpentry job
- Basic welding practices and techniques
- Ability to read and interpret documents and drawings
- Ability to write detailed repair reports

Required Skills/Competencies

Knowledge of general electrical and mechanical repairs
Licensed to operate trucks
Knowledge of trade tools, equipment, materials, methods and techniques used in skilled and general maintenance
Competent in the following areas: electrical, heating and air conditioning, locksmithing, plumbing, carpentry, painting, welding or automotive mechanic
Good interpersonal and people management skills
Good oral and written communication skills
Good planning, organizing and problem solving skills

Applicants must possess a valid driver's license.

Applications accompanied by résumés should be submitted **no later than Monday, 26th January, 2016 to:**

**Senior Director
Human Resource Management and Development
Agro-Investment Corporation
188 Spanish Town Rd
Kingston 11**

Or by email to: jlalexander@agroinvest.gov.im

Please note that only short listed applicants will be contacted.

Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers.



J. Mendez (Mrs.)
for Chief Personnel Officer