



TOBAGO HOUSE OF ASSEMBLY

JOB DESCRIPTION

CONTRACTUAL POSITION

JOB TITLE:	ANCILLARY WORKER – MAINTENANCE
JOB SUMMARY:	
<p>The incumbent is required to provide efficient and effective caretaking support to the school, including ensuring that the general appearance of the buildings and surrounding areas are maintained in accordance with the required standards. The incumbent is also required to make inspections on the building to ensure optimal functioning and to perform regular maintenance repairs and upgrades on buildings/facilities, in compliance with environmental as well as safety and health procedures relating to the school's operations.</p>	
REPORT TO:	Designated Officer
SUPERVISION GIVEN TO:	
DUTIES AND RESPONSIBILITIES:	
<ul style="list-style-type: none">• Responsible for all planned preventative maintenance on site, including but not limited to proactive and reactive work.• Handle minor repairs where necessary, as instructed by the Principal/Facilities Manager.• Makes periodic visual inspections of buildings/facilities and equipment to ensure optimal functioning and reports deficiencies to the Facilities Manager.• Repairs furniture in both staff and classrooms.• Check all toilets, pipes and faucets to ensure that they are in good working condition and there are no leaks. Any abnormalities must be reported to the Facilities Manager.• Ensures that the building is secure i.e. check windows, doors and shutters on a daily basis.	

- Assist the Grounds man in maintenance of the school's fence and gate.
- Assist in identifying safety and health hazards, and with implementing and ensuring compliance with applicable usage policies and standards.
- Provides information to be used in costing and budgetary exercises.
- Provides support with space planning, furniture and equipment acquisition.
- Assist with additional duties, as directed by the Maintenance Supervisor, in the absence of the Grounds-man.
- Performs other related duties as may be required.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE:

- Knowledge in steel, wood, concrete and masonry skills.
- Knowledge of safety and health procedures and precautions.
- Competent at basic building repairs and maintenance.

SKILLS AND ABILITIES:

- Ability to use small industrial/electrical/mechanical equipment.
- Ability to use/operate equipment and tools used in preventative maintenance and repair.
- Ability to proactively identify and resolve maintenance issues, and defects in facilities and equipment.
- Ability to communicate effectively, both orally and in writing.
- Ability to establish and maintain effective working relationships with fellow employees and members of the public.

MINIMUM EXPERIENCE AND TRAINING:

- Minimum of two (2) years' experience performing building/facilities/equipment maintenance and repair work.
- Police Certificate of Good Character

