



NORTH-EAST REGIONAL HEALTH AUTHORITY MAINTENANCE SUPERVISOR (SOG/ST 4)

The North-East Regional Health Authority, a statutory body under the Ministry of Health with responsibility for the management and delivery of public health services within the parishes of St. Ann, St. Mary and Portland, is seeking dynamic, proactive and analytical thinking individuals with strong team building skills to fill the position of **Maintenance Supervisor** at the:

- Port Maria Hospital and,
- Annotto Bay Hospital

Reporting to the Chief Executive Officer, the individuals are responsible to ensure planning, directing, organizing and controlling preventative and corrective maintenance programmes for all, infrastructure and property, to ensure that they are in good working condition.

The ideal candidates will meet the following educational criteria:

- Diploma in Mechanical or Electrical Engineering, or an equivalent combination of qualifications.
- Minimum three (3) years working experience in a similar environment with at least two (2) years' in a supervisory position.

Specific Knowledge Required:

- Working knowledge of budget management and preventive maintenance control measures
- Excellent planning and analytical skills
- Excellent time management skills
- Ability to communicate effectively both orally and in writing

Key responsibilities will include:

- Providing instructions on corrective maintenance work orders and allocate to technicians or contractors
- Allocating preventive maintenance work orders to technicians or contractors
- Determining spare parts or supplies to complete a job
- Supervising technicians and monitor contractors
- Approving completed work orders based on acceptance of work done by technicians or contractors
- Conducting housekeeping, sanitation and safety audits of hospital/health centres and make recommendations as are necessary
- Preparing weekly reports of maintenance activities under area of control, including contractor performance

Applications along with resumé should be submitted no later than **Friday, December 14, 2018** to:

**The Director,
Human Resource Mgt. & Industrial Relations
North-East Regional Health Authority,
34-38 Ocean Village Shopping Centre,
Ocho Rios, St. Ann,
Jamaica, West Indies.**

E-mail: jobs@nerha.gov.jm

Fax: (876) 795 - 2747

NB. WE THANK ALL APPLICANTS FOR RESPONDING, HOWEVER, ONLY SHORT LISTED APPLICANTS WILL BE ACKNOWLEDGED.