



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 102
OSC Ref. C. 4858³⁸

17th March, 2021

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to fill the **vacant** post of **Forklift Operator/Fumigator Assistant (LMO/TS 4)** in the **Plant Quarantine/Produce Inspection Branch (Export Complex, Kingston), Ministry of Agriculture and Fisheries**, salary range \$11,360 – \$12,852 per week.

Job Purpose

Under the direct supervision of the Fumigator (SOG/ST 6), the Forklift Operator/Fumigator Assistant (LMO/TS 4) is responsible for operating the forklift and assisting in the fumigation process. The incumbent is also required to carry out basic maintenance of the warehouse and grounds of the Export Complex.

Key Responsibilities

Technical/Professional:

- Assists the Fumigator in the fumigation process;
- Loads the fumigation chamber or fumigation area with produce to be fumigated;
- Ensures that produce is securely stacked for fumigation;
- Ensures that all necessary materials, equipment and tools are in place for all fumigations;
- Conducts safety checks for gas leakages using the Halide Detector Lamp;
- Ensures that all safety procedures are observed for all the operations at the Export Complex;
- Assists with the basic maintenance and servicing of the hand trucks and forklifts;
- Assists where necessary, with the offloading and loading of exporters' produce;
- Assists with the collection and destruction of contraband;
- Assists Inspectors where necessary, in the inspection process;
- Operates the forklift for the movement of produce;
- Loads and unloads produce in the warehouse and storage areas as directed;
- Assists with the general cleaning of the warehouse and grounds of the Export Complex;
- Performs other related functions assigned from time to time by the Fumigator and the Export Complex Manager.

Required Knowledge, Skills and Competencies

Core:

- Basic oral and written communication skills
- Excellent work attitude
- Good interpersonal skills
- Good customer and quality focus skills
- High level of integrity and professionalism
- Good workmanship

Technical:

- Good understanding of the fumigation process
- Good driving skills
- Excellent knowledge of the operation and use of the forklift
- Basic understanding of equipment and building maintenance
- Knowledge of the Government/Ministry's/Division policies and procedures

Minimum Required Qualification and Experience

- Grade 9 level education;
- Training in fumigation procedures or a minimum of three (3) years' experience in related field;
- Valid General Driver's Licence;
- Experience in the operation of a forklift

Special Condition Associated with the Job

- Exposure to methyl bromide used in the fumigation process;
- Required to work on weekends and public holidays.

Applications accompanied by Résumés should be submitted **no later than Tuesday, 30th March, 2021 to:**

Senior Director
Human Resource Management and Development Division
Ministry of Agriculture and Fisheries
Hope Gardens
Kingston 6

Email: hrm@moa.gov.jm

Please note that only shortlisted 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.



Merle I. Tam (Mrs.)
for Chief Personnel Officer