



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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### **CIRCULAR No. 296**

### **OSC Ref. C.4515/S3**

**2<sup>nd</sup> September, 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 **Maintenance Officer (Electrician) (LMO/TS 4)** in the **Building and Property Management Division, Court Administration Division**, salary range \$11,360 - \$12,852 per week.

### **Job Purpose**

Under the direction of the Property Officer, the incumbent ensures that the Electrical Systems within the Court Administration Division and Courts are efficiently maintained.

### **Key Responsibilities**

- Assesses the conditions of the Electrical Systems within the buildings maintained by Court Administration Division;
- Repairs and replaces electrical fixtures as required;
- Identifies and reports major electrical problem to Property Officer;
- Advises staff on the care and usage of the electrical fixtures;
- Liaises with the Jamaica Public Service (JPS) Maintenance Team in resolving major electrical problem (s) identified;
- Installs plugs, replaces ballast, inspects breaker, replaces fluorescent tube, starter switch plug cover, switch cover and dusk to dawn lamp and cleans panel boxes as required;
- Fixes minor electrical problems;
- Inspects to ensure that warning signs are noted and equipment/fixture and wiring are replaced as required;
- Inspects, investigates, and solves conditions for unusual odors caused by electrical issues;
- Inspects electrical connections for degradation and tightness including all outlets and panel boxes;
- Inspects equipment grounding components such as conductors and connections;
- Inspects insulators for damage;
- Cleans equipment;
- Tightens electrical connections including outlets, breakers and panels;
- Verifies the grounding of the equipment and associated neutral where applicable;
- Proves circuit breaker operation by actuation of each associated protective device;
- Identifies and reports major electrical problem to the supervisor in writing;
- Requests and submits the Supervisor Performa Invoices from approved companies;
- Records all electrical maintenance conducted for the Court Administration Division;
- Identifies building which structural defects, and recommends corrective actions;
- Performs any other related duties as assigned including basic construction work outside of the electrical field.

### **Required Knowledge, Skills and Competencies**

#### **Core:**

- Good oral and written communication skills
- Good interpersonal skills
- Ability to work in teams
- Keen eye for details

#### **Technical:**

- Good knowledge of Commercial Electrical works
- Good Knowledge of building construction

**Minimum Required Qualification and Experience**

- Certificate from an approved Institution (Electrical)
- High School Diploma
- Two (2) years' experience as an Electrician

**Special Conditions Associated with the Job**

- Adverse working conditions

Applications accompanied by résumés should be submitted **no later than Wednesday, 15<sup>th</sup> September, 2021 to:**

Senior Director  
Human Resource Management and Administration  
Court Administration Division  
The Towers  
25 Dominica Drive  
Kingston 5

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