



**OFFICE OF THE SERVICES COMMISSIONS**  
(CENTRAL GOVERNMENT)  
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING  
30 NATIONAL HEROES CIRCLE, KINGSTON 4  
JAMAICA, WEST INDIES  
TEL: 876-922-8600  
FAX: 876-924-9764  
EMAIL: [communications@osc.gov.jm](mailto:communications@osc.gov.jm)  
WEBSITE: [www.osc.gov.jm](http://www.osc.gov.jm)

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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 following **vacant** posts in the **Corporate Services Division-Facilities and Property Management Branch, Post and Telecommunications Department**:

1. **Director, Facilities and Property Management (GMG/SEG 4)**, salary range \$3,154,073 – \$3,749,202 per annum and any allowance(s) attached to the post.
2. **Property Manager (GMG/SEG 3)**, salary range \$2,551,250 - \$3,032,634 per annum and any allowance(s) attached to the post.
3. **Facilities/Property Maintenance Manager (SOG/ST 8)**, salary range \$2,555,681 – \$3,037,902 per annum and any allowance(s) attached to the post.
4. **Quantity Surveyor (SOG/ST 7)**, salary range \$2,109,885 - \$2,507,990 per annum and any allowance(s) attached to the post.
5. **Superintendent (SOG/ST 6)**, salary range \$1,656,124 - \$1,968,611 per annum and any allowance(s) attached to the post.
6. **Assistant Technician (SOG/ST 5) - Public Service Accounts Unit**, salary range \$1,322,684 - \$1,572,255 per annum and any allowance(s) attached to the post.
7. **Senior Repairs and Maintenance Specialist (Mechanical/Electrical) (SOG/ST 5)**, salary range \$1,322,684 - \$1,572,255 per annum and any allowance(s) attached to the post

**1. Director, Facilities and Property Management (GMG/SEG 4)**

**Job Purpose**

The Director, Facilities and Property Management (GMG/SEG 4), is responsible for planning, co-ordinating, overseeing, managing and directing the operations and activities of all facilities engineering, layout, design, construction, utilities operations, building and equipment maintenance, facility/property protection and security, associated administrative and supervisory functions for the properties of Post and Telecommunications Department (PTD).

The Director, Facilities and Property Management is also accountable for contracting with and overseeing the activities of various contractors and consultants for the fulfilment of facilities/properties engineering design, installation, operation, maintenance, modification, construction, modernization and protection of physical facilities and equipment, or any other activity for the effective and efficient operation of the PTD and its tenants.

**Key Responsibilities**

***Management/Administrative:***

- Contributes to the development of the Department's Corporate Plan by establishing medium term and annual objectives and targets for the Branch;
- Provides technical advices to the Postmaster General and the Senior Directors;
- Prepares the Branch's Annual Operational and Unit Work Plans and Budget;
- Monitors expenditure against Budget and recommends funds transfer and new allocations;
- Updates annually, the PTD five (5) years Strategic Plan for building maintenance for submission to Ministry of Science, Energy and Technology (MSET);
- Directs the process of contracts selection and management, ensuring that the appropriate procedures are adhered to;

- Represents the Department at meetings, conferences and other functions as directed;
- Provides guidance/advice to Postmaster General, Deputy Postmaster General, Project Managers, Technical Co-ordinators, Regional Director and Managers.

***Technical/Professional:***

***Construction Management***

- Directs staff in designing buildings, providing supervision and guidance on technical and financial matters and ensuring timely completion of building projects;
- Directs the preparation of preliminary and final drawings for renovated or new buildings;
- Monitors the management of large construction projects to ensure that time and cost parameters are maintained by resolving a range of emergency problems and keeping the Postmaster General/CEO informed on results of key issues;
- Ensures that consultants comply with construction/building/office designs and specifications stipulated in the contract/project document; discusses and decides with the Architect any variations during constructions;
- Directs the acquisition of sites for postal or commercial services in accordance with medium and short term Development Plans.
- Supervises the development of construction costs for major and minor projects as well as standard costs for maintenance, for inclusion in the Ministry's Capital Budget;
- Ensures that requests regarding new constructions are processed and appropriate actions taken;
- Ensures that communication is maintained with the Electrical Engineers, Contractors, Architects (Private and NWA) Quantity Surveyors, and Civil Engineers during the construction process.

***Property Maintenance Programme:***

- Develops, in consultation with the Senior Director, Corporate Services, objectives and procedures for the efficient operation of the Building Repairs and Maintenance Programme;
- Directs the development and implementation of schedules for the maintenance and upgrade of buildings, grounds, furniture, utilities, elevators, machinery, equipment and signage for the Offices;
- Conducts frequent sites visits to observe the standard of work being undertaken;
- Monitors targets dates and expenditure in relation to work completed to inform reports and site meetings;
- Conducts site visits to Post Office following instances of burglaries/break-ins and makes necessary recommendations for precautions and actions to ensure that the building is secured and repairs effected.

***Contract Management:***

- Ensures the monitoring, tracking and compliance of all PTD maintenance and construction contracts;
- Reviews recommendations for approval of all Bids and Submissions for plant/facilities contract work;
- Undertakes the solicitation, preparation, and administration of appropriate contracts for all works to be undertaken on the PTD facilities and properties;
- Co-ordinates with Legal Officer, on all major contracts for engineering work, technical specifications, Tenancy Agreements and Contracts;
- Manages systems and procedures to ensure compliance with the terms and conditions of the PTD Tenancy Agreements;
- Co-ordinates with project teams and contracting staff to resolve contractual arrangements and ensure timely invoicing;
- Arranges work for the Janitorial, Landscaping and associated teams employed/contracted to the PTD in collaboration with the Director, Administration;
- Manages the processing of work requests, preparation of project cost estimates, planning and scheduling of work, provision and management of required parts, materials and equipment and maintenance of all related labour and equipment records;

***Financial and Budget Management:***

- Ensures the preparation of the Annual Capital and Recurrent Budgets including costs for acquisition of property, new construction, embedment of safes and minor building repairs;
- Prepares Bidding documentation for procurement of construction and engineering services;
- Oversees the preparation of Bills of Quantities for renovation of Post Offices to facilitate advertisement and subsequent tender process;
- Liaises with the Principal Finance Officer, MSET to ensure that required funds are available for payment to contractors when new construction is in progress;
- Liaises with the National Works Agency regarding Financial Statement and Final Progress Reports on the satisfactory completion of the construction; facilitates the clearance of advance

to projects.

***Property Management:***

- Oversees the management of Department's large Portfolio of assets;
- Reviews and prepares Business Plans for each property in the Portfolio ensuring it includes clear strategies to maximize value and performance and provides comprehensive feedback;
- Reviews prepared reports on Property Performance relative to forecasts, asset strategies, and investment targets;
- Ensures that vacant properties are occupied with qualified tenants;
- Negotiates on leasing, signing and turnover of all property under the purview of the Department;
- Supports due diligence and underwriting activities for prospective investment decisions.

***Human Resource Management:***

- Manages the welfare and development of direct reports through the preparation of Performance Appraisals and recommendation of required training and development programmes;
- Provides leadership to direct reports through effective objective setting, delegation, and communication processes;
- Provides guidance to direct reports through coaching, mentoring and training, providing assistance and support as needed;
- Ensures that training and other needs of direct reports are adequately identified and addressed;
- Ensures that direct reports are aware of and adhere to the policies, procedures and regulations which affect the Branch;
- Participates in the recruitment of direct reports for the Branch;
- Recommends Vacation Leave for direct report in keeping with established Human Resource policies;
- Recommends/administers disciplinary action in keeping with established Human Resource policies.

***Other:***

- Sits on Committees
- Performs any other related duties that may be assigned from time to time.

**Required Knowledge, Skills and Competencies**

- Expert knowledge of Building Engineering; Design and Construction; Facilities Maintenance
- Expert knowledge of Occupational Health and Safety policy, procedure and practices
- Expert knowledge of construction process
- Excellent Project Management skill
- Excellent negotiation and contract management skills
- Excellent knowledge of preparation of Bidding documentation for procurement
- Ability to collect and analyze equipment running data for maintenance purposes
- Advanced computer skills and competent user of Microsoft office suite; Microsoft project; Primavera; PH Stats; StatsGraphic
- Excellent knowledge of disaster preparedness methods, principles and requirements
- Excellent knowledge of GoJ laws governing building contracts and contracting
- Excellent knowledge of Strategic Plan and its responsibilities with respect to achieving its targets
- Excellent knowledge of the budgetary systems and procedures, with the ability to monitor and control the maintenance budget effectively
- Excellent knowledge of the Public Procurement planning processes and procedures, with the ability to prepare Tender and Bidding
- Sound planning and organizing skills
- Good interpersonal skills
- Sound problem-solving and decision- making skills
- Excellent leadership skill

**Minimum Required Qualification and Experience**

- Master of Science Degree in Engineering and Management or other equivalent qualification;
- Eight (8) years related work experience, and at least five (5) years of which should be at a Senior level in a large construction Organization;
- Five (5) years Project Management experience in related field;

- Professional certify in Occupational Health and Safety.

**OR**

- Bachelor of Science Degree in Estate/Property or Construction Management, Electrical/Mechanical Engineering or related field any of the above disciplines;
- Ten (10) years related work experience, and at least five (5) years of which must be at a Senior level in a large construction enterprise;
- Five (5) years Project Management experience in related field;
- Professional certify in Occupational Health and Safety.

### **Special Conditions Associated with the Job**

- Work with equipment and specialized software;
- Fast paced environment;
- High degrees of pressure, on occasions to meet tight deadlines;
- Exposure to dirt, dust, hot and humid conditions on project sites;
- Frequent intra island travel and extended working hours is required;
- May be required to travel internationally to attend conferences, seminars and meetings.

## **2. Property Manager (GMG/SEG 3)**

### **Job Purpose**

Under the direction of the Director, Facilities and Property Management, the Property Manager (GMG/SEG 3) will seek to increase the revenue of the Post and Telecommunications Department, through leasing of all vacant spaces available. The incumbent will be responsible for the management of all property services related to licenses, leases, rental, and updating Property Registry of the Post and Telecommunications Department, as well as to handle all acquisitions and divestment for properties in collaboration with the National Land Agency.

Ensures that all properties vested with the Postmaster General being transferred have Registered Titles to generate for ease of Business. Manages the pest control, waste management and other critical building and property support services.

### **Key Responsibilities**

#### ***Management/Administrative:***

- Contributes to the development of the Branch's Budget, Operational and Unit Plan;
- Contributes to the formulation of the Department's Disaster Recovery Plan in regard to property, facility, furniture, equipment and other paraphernalia.
- Collaborates with Supervisor in the preparation, signing and submission of Individual Work Plans;
- Manages the day-to-day operations and services of the Section ensuring Unit/Individual Plans are aligned to the operational objective and Budget of the Department and is executed;
- Prepares and submits to Director, Facilities and Property Management, Status Report on activities of the Section in keeping with Operation and Work Plans;
- Assesses Rental Rates offered by the Department and makes recommends on same for Annual review to ensure the rates offered by the Department are current/competitive;
- Reviews the necessary Real Property Legislation particularly the Rent Restriction Act;
- Advises and assists with executions of maintenance projects, major repairs and improvement;
- Assists with the review of systems and procedure for the effective operation of the Branch;
- Assists with implementation of safety and Environment Management Plans.
- Keeps abreast with new construction technologies and recommends improvements in property maintenance;
- Represents the Department with Governmental Agencies, landlords and tenants.

#### ***Technical/Professional:***

- Monitors all programmes, budgets, contracts, and contracted services related to licences, and rental properties;
- Identifies and manages all acquisitions and divestment for properties in collaboration with Director, Facility, Property Management and National Land Agency;
- Prepares Tender documents to include technical requirements for the acquisition of goods and property;
- Identifies and make recommendations on the opportunities for the realization of development or investment potential of the properties;
- Ensures up-to-date listing/documentation of all properties under the purview of the

- Department by ensuring that paper and electronic Database are accurately updated;
- Prepares and enforces Lease Proposals, Lease Agreements and Lease Amendments;
- Prepares requests for estimates on properties from external contractors and submit to the Director, Facility, Property and Maintenance;
- Creates database to manage and monitor rent collection and arrears;
- Reviews and monitors all tenants in arrears;
- Prepares and submits property expenses in relation to insurance premium, Property Taxes, commissions and other property expenses;
- Assists with property valuation for insurance purposes;
- Interviews and screens Tenants for new tenancy;
- Prepares Rental Agreement for Director, Facility and Property Management authorization;
- Liaises with Legal Services Section on Contracts and Leases Agreements matters;
- Submits requests to the Legal Services Section for Demand Letters and Notices to quit;
- Ensures all complaints, disturbances and violations are investigated and resolved in a timely manner and in accordance with all legal requirements and Department policies and/or practices;
- Reports theft, arson, malicious or other damage, and illegal possession of premises to Property Manager and the Operations Section;
- Conducts regular visits to facilities/properties ensuring that work procured or tenancy is being executive in accordance with Contract Agreement;
- Prepares reports on all property visits conducted;
- Assists with the preparation of Time Sheets for Ground Staff;
- Assists with the preparation of Bid documents and the recommendation of contractors/consultants for landscaping and related projects;
- Organizes the collection of garbage from all properties under the span of control;
- Attends Court as required.

#### ***Human Resource Management:***

- Manages the welfare and development of direct reports through the preparation of Performance Appraisals and recommendation of required training and development programmes;
- Provides leadership to direct reports through effective objective setting, delegation, and communication processes;
- Provides guidance to direct reports through coaching, mentoring and training, providing assistance and support as needed;
- Ensures that training and other needs of direct reports are adequately identified and addressed;
- Ensures that direct reports are aware of and adhere to the policies, procedures and regulations which affect the Branch;
- Participates in the recruitment of direct reports for the Branch;
- Recommends Vacation Leave for direct report in keeping with established Human Resource policies;
- Recommends/Administers disciplinary action in keeping with established Human Resource policies.
- Performs any other related duties that may be assigned by Director, Facility, Property and Maintenance.

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

- Excellent knowledge of property maintenance and administration
- Excellent knowledge of Real Estate Act and Procurement Guidelines
- Excellent understanding of Rental Accounting
- Excellent knowledge of the Laws of Real Property
- Good Knowledge of facilities planning, processes and practices
- Excellent negotiation and contract management skills
- Excellent knowledge of preparation of Bidding documentation for procurement
- Ability to collect and analyze equipment running data for maintenance purposes
- Knowledge of contract negotiations and drafting
- Knowledge of current property management practices
- Proficient in the use of Microsoft Office Suite or relevant computer applications
- Sound planning and organizing skills
- Good interpersonal skills
- Sound problem-solving and decision- making skills
- Excellent leadership skill

### **Minimum Required Qualification and Experience**

- Bachelor Degree in Real Estate Management and Valuation or Business Administration **or** any other equivalent qualification;
- Five (5) or more years' experience managing commercial/Office Real Estate;
- Project Management training and experience would be advantageous;
- Training in facility/building management would be an asset.

### **Special Conditions Associated with the Job**

- May be required to work beyond normal working hours and days;
- Required to travel island wide;
- Must possess a valid Driver's License and a reliable motor car.

## **3. Facilities/Property Maintenance Manager (SOG/ST 8)**

### **Job Purpose**

Under the general supervision of the Director, Facilities and Property Management, the Facilities/Property Maintenance, Manager (SOG/ST 8) is responsible for the development and management of the Preventative Maintenance Programme for the Post and Telecommunications Department (PTD). This involves developing and monitoring work programmes and schedules for the maintenance and up-grade of buildings, grounds, equipment and landscaping for the Corporate Office and postal facilities island-wide providing a clean and comfortable working environment, conducive to high levels of staff morale and productivity.

### **Key Responsibilities**

#### ***Management/Administrative:***

- Participates in the preparation of the Corporate/Operational Plan, Annual Budget for the Facilities/Property Maintenance Branch;
- Develops the Unit/Individual Plan of the Sections in alignment of the Department Strategic/Operational Plan;
- Assists in the development of new standards of practice for Project Management activities;
- Manages the workflow of direct reports;
- Conducts Inspection Tours of the facilities to monitor effectiveness of programmes and makes recommendations for improvements;
- Reviews requisitions to ascertain the needs for goods, effectiveness, quality and that expenditure are within Budget;
- Ensures the accurate and complete records of the administration of programmes, both electronic and paper are maintained;
- Prepares and submits special and monthly reports on areas of responsibility.

#### ***Technical/Professional:***

- Develops, in consultation with the Director, Facilities and Property Management, objectives and procedures for the efficient operation of the Building Repairs and Maintenance Programme;
- Directs the development and implementation of schedules for the maintenance and upgrade of buildings, grounds, furniture, utilities, elevators, machinery, equipment and signage for the Offices;
- Provides advice on purchase priorities, major construction projects, renovation and similar projects requiring large capital expenditure for the PTD;
- Plans and oversees the implementation of the Department's overall Preventive and Predictive Maintenance Programmes, and the policies and procedures for maintenance and repair of facilities and equipment;
- Oversees the activities of various contractors and consultants for the fulfilment of property/facilities maintenance and development; supervises and evaluates the performance of Contractors;
- Ensures that requests regarding new constructions and renovations are processed and appropriate actions taken;
- Prepares and updates Annually, the PTD five years Strategic Plan for building repairs and maintenance for submission to Ministry of Science, Energy and Technology (MSET);
- Prepares for submission, the Annual Capital and Recurrent Budgets including costs for acquisition of property, new construction, embedment of safes and minor building repairs;
- Prepares Bills of Quantities for renovation of Post Offices and office space in preparation for

advertisement for subsequent Tender process;

- Monitors, reviews and evaluates the performance of contracted service providers and takes the lead on improvement initiatives;
- Liaises with the Electrical Engineers, Contractors, Architects (Private and NWA) Quantity Surveyors, and Civil Engineers during the construction process;
- Maintains constant visits to the sites to observe the standard of work being undertaken; monitors targets dates and expenditure in relation to work completed to inform reports and Site Meetings;
- Ensures that consultants comply with designs and specifications stipulated in the contract/project document; discusses and decides with the Architect any variations during constructions;
- Liaises with the National Works Agency regarding Financial Statement and Final Progress Reports on the satisfactory completion of the construction; facilitates the clearance of advance to projects;
- Conducts site visits to Post Offices following instances of burglaries/break-ins and makes necessary recommendations for precautions and actions to ensure that the building is secured and repairs effected.

***Occupational Health and Safety (OHS):***

- Ensures compliance to OHS policy, procedures and Risk Assessments;
- Develops and manages Divisional Safety Programmes including assessing training needs and implementing safety practices and procedures;
- Monitors Building Management, Fire Alarm Detection and Suppression Systems and Fire Risk Assessments;
- Ensures action is taken to mitigate risks and all corrective and preventative action taken on issues arising;
- Keeps up-to-date with all legislation ensuring compliance to all standards and laws;
- Provides draft Disaster Evacuation Plans aligned with fire and building codes.

***Human Resource Management:***

- Manages the welfare and development of direct reports through the preparation of Performance Appraisals and recommendation of required training and development programmes;
- Provides leadership to direct reports through effective objective setting, delegation, and communication processes;
- Provides guidance to direct reports through coaching, mentoring and training, providing assistance and support as needed;
- Ensures that training and other needs of direct reports are adequately identified and addressed;
- Ensures that direct reports are aware of and adhere to the policies, procedures and regulations which affect the Branch;
- Participates in the recruitment of direct reports for the Branch;
- Recommends Vacation Leave for direct report in keeping with established Human Resource policies;
- Recommends/administers disciplinary action in keeping with established Human Resource policies;
- Performs any other related duties that may be assigned by Supervisor from time to time.

**Required Knowledge, Skills and Competencies**

- Excellent knowledge of Building Engineering; Design and Construction; Facilities Maintenance
- Excellent Project Management skill
- Excellent knowledge of construction process
- Good knowledge of Occupational Health and Safety policy, procedure and practices
- Good negotiation and contract management skills
- Sound knowledge of preparation of Bidding documentation for procurement
- Ability to prepare and manage a Maintenance Budget
- Ability to design and implement a comprehensive maintenance plan
- Able to setting out of building works
- Ability to conduct building envelope investigation
- Ability to collect and analyze equipment running data for maintenance purposes
- Good computer skills and competent user of Microsoft office suite; Microsoft project; Primavera; PH Stats; StatsGraphic; , AutoDesk Software (Revit, AutoCad), BMS and CMMS software
- Good knowledge of disaster preparedness methods, principles and requirements

- Excellent knowledge of GoJ laws governing building contracts and contracting
- Good knowledge of Strategic Plan and its responsibilities with respect to achieving its targets
- Good knowledge of the budgetary systems and procedures, with the ability to monitor and control the Maintenance Budget effectively
- Good knowledge of the Public Procurement planning processes and procedures, with the ability to prepare Tender and Bidding documents
- Sound planning and organizing skills
- Good interpersonal skills
- Sound problem-solving and decision- making skills
- Excellent leadership skill

#### **Minimum Required Qualification and Experience**

- Bachelor of Science Degree in Estate/Property or Construction Management, Civil Engineering or related field or any other equivalent combination of qualification and experience;
- Diploma in Management/Public Administration;
- Seven (7) years of experience on the job training in the construction or other related field, with four (4) years at the managerial/supervisory level;
- Five (5) years Project Management experience in related field;
- Professional certify in Occupational Health and Safety would be an asset.

#### **Special Conditions Associated with the Job**

- Work with equipment and specialized software;
- Fast paced environment;
- High degrees of pressure, on occasions to meet tight deadlines;
- Exposure to dirt, dust, hot and humid conditions on project sites;
- Frequent intra island travel and extended working hours is required;
- May be required to travel internationally to attend conferences, seminars and meetings.

#### **4. Quantity Surveyor (SOG/ST 7)**

##### **Job Purpose**

Under the supervision of the Director, Facilities and Property Management, the Quantity Surveyor (SOG/ST 7) is responsible for determining the economic cost for all construction, renovation and repairs for the Department and that all cost (construction, renovation and repair) are controlled within the approved Budget.

##### **Key Responsibilities**

###### ***Management/Administrative:***

- Contributes to the development of the Branch's Strategic and Operational Plans and Budget;
- Develops Individual Work Plans to align to the Branch's Strategic/Operation/Unit Plans objectives;
- Provides technical advice and support to the Postmaster General, Director and Manager;
- Participates in meetings, seminars, workshops and conferences as required;
- Prepares reports and project documents as required;
- Prepares and delivers property management related presentations as needed.

###### ***Technical/Professional:***

- Prepares and conducts cost study analysis based on the architectural, engineering (mechanical, electrical, plumbing, civil) drawings, engineering and architectural estimates, materials required and the labour involved;
- Reviews and critically evaluates all that the Discount Cash Flow (DCF) cost estimates submitted to assist in determining the value of investment;
- Evaluates Tenders and Contract documents submitted from contractors and sub-contractors and where appropriate assist the Department with negotiations;
- Prepares all quantitative measurement and valuations during the contract, for agreement of interim payments, through to final payment certificates for all Department renovation/maintenance projects;
- Vets Contractor Tenders and Contract documents;
- Reviews the quality of all materials at the site and ensures compliance with all project



specifications and quality, collaborates with the Department for all material procurement and maintains a quality of materials;

- Maintains effective and open dialogue with the working team regarding changes in work, job conditions, contractor/subcontractor relations and any deviation in the direction of the project;
- Prepares Technical Reports and Practical Completion Certificates;
- Prepares preliminary estimates for all building and civil engineering works;
- Reviews the preliminary development Budget to ascertain costing of proposed development;
- Prepares cost analysis for renovation and maintenance of projects;
- Ensures that renovation and maintenance costs are maintain within the approved Budget and expenditure;
- Develops, monitors and maintains cost records for labour and materials, and for overall contract cost of the Department;
- Assists in the co-ordination of designs for Building and Subdivision Plans to manage cost efficiency in standards and specifications;
- Assists the Manager, Facilities/Property in conducting appraisal designs;
- Produces designs using AutoCAD and other similar applications;
- Interprets blueprints, schematic drawings, payouts and other visual aids;
- Performs any other related duties that may be assigned by Director from time to time.

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

- Must have a proven record of working on complex projects in occupied spaces in a quantitative capacity
- Commercially astute, numerate, risk averse and able to accurately forecast costs within the current construction constraints
- Multi-tasking, self-motivated, energetic team player with flexible and adaptable approach to work
- Capable of managing/co-ordinating multiple quick turnaround projects simultaneously
- Demonstrate proficiency in reading and understanding commercial construction plans and specifications
- Have excellent organization skills, planning of resources and programme scheduling
- IT literate and must be familiar with Microsoft Office (Word, PowerPoint, Excel), Microsoft Project Estimating and quantity take-off, Excel in particular, Autodesk AutoCAD
- Knowledge in construction methods, practices, schedules, logistics and Budgets
- In-depth knowledge of the Master Builders JIIC Agreement and labour rates
- Adept knowledge of the Building Code of Jamaica Institute of Quantity Surveyors
- Knowledge of Project Planning and Management
- Knowledge of Contract Administration process and the established Form of Contract
- Good knowledge of the budgetary systems and procedures, with the ability to monitor and control the Maintenance Budget effectively
- Good knowledge of the Public Procurement planning processes and procedures, with the ability to prepare tender and bidding documents
- Sound Planning and organizing skills
- Good interpersonal skills
- Sound problem-solving and decision- making skills
- Good oral and written communication skills

### **Minimum Required Qualification and Experience**

- BSc (Undergraduate Degree) in Quantity Surveying/Cost Engineering or related field;
- Certificate in Construction or Project Management;
- At least five years of relevant experience as a Quantity Surveyor, preferably in interior/ground up, commercial /new and refurbished buildings;
- Jamaica Institute of Quantity Surveyors (JIQS) certified or equivalent preferred.

### **Special Conditions Associated with the Job**

- Work with equipment and specialized software;
- Fast paced environment;
- High degrees of pressure, on occasions to meet tight deadlines;
- Exposure to dirt, dust, hot and humid conditions on project sites;
- Frequent intra island travel and extended working hours is required;
- May be required to travel internationally to attend conferences, seminars and meetings.

## 5. **Superintendent (SOG/ST 6)**

### **Job Purpose**

Under the general direction of the Facilities and Property Maintenance Manager, the Superintendent ensures that all facilities are structurally sound, mechanically operational, electrically efficient, and safe by planning and scheduling recurring preventative maintenance activities.

### **Key Responsibilities**

#### ***Management/Administrative:***

- Participates in development of the Corporate, Operational and Unit Plans and accompanying capital and recurrent Budget for the Division;
- Collaborates with Supervisor in the development of Individual Work Plan for signature and submission;
- Ensures the development/review and implementation of Operational Systems and procedures to guide the delivery of services within span of control;
- Provides technical advices and makes recommendation to improve operation;
- Keeps abreast of guidelines, policies procedures and legislations impacting deliverables;
- Assists in maintaining a healthy and clean office environment;
- Assists in the preparation and review of bidding documents;
- Assists in evaluating proposals for professional services, construction, goods and services contracts ensuring adherence to Public Sector Procurement policies, guidelines and processes.
- Keeps abreast of development in the field by correspondence and relevant periodical and product information and attending courses as useful;
- Keeps abreast of continued development in the field of mechanized postal handling and other equipment in the delivery of postal services.

#### ***Technical/Professional***

##### ***Preventative Maintenance:***

- Develops the schedules for the maintenance and upgrade of buildings, grounds, furniture, utilities, elevators, machinery, equipment and signage for the Offices;
- Co-ordinates the implementation of various maintenance activities and programmes including energy and water conservation/efficiency initiatives;
- Monitors the preventative maintenance programme by providing a reliable and authoritative information, work orders, and reports;
- Plans and implements fault reporting procedures for equipment and systems;
- Inspects the Department's facilities to determine replacement and/or maintenance activities;
- Develops inspection schedules and conducts site visit to ensure adherence to all procedures and work completion;
- Determines in collaboration with Senior Building Repairs and Maintenance Officers, detailed maintenance requirements for all equipment and services required in the Post Offices assigned;
- Develops a method statement for the activity including Risk Assessment and Job Safety Environmental Analysis and Inspection Test Plan and Checklist based on specifications of the project;
- Responds to emergency maintenance and repairs and other calls within the Heads Office and from Branch Managers and takes action where necessary/appropriate;
- Plans and implements major and minor modifications and upgrade where necessary to enhance the maximum utility of mechanized postal operations.
- Collaborates with Government Departments to manage building codes, fire safety, elevator safety and compliance.

##### ***Manage of Tools/Equipment/Parts:***

- Develops in collaborations with Stores suitable information system for stock and inventory control of material equipment and tools in the stores.
- Ensures the establishment and maintenance of contact with suppliers of relevant instruments/tools and equipment spares;
- Assists with the allocation of limited funds for purchase of equipment spares with usages taking into account the relative importance of each component of the plant and other technical services;
- Ensures the proper lay out and operation of the workshop and the availability of tools (special and common) and special instruments;
- Authorizes the issue of equipment spares, tools instruments, lighting fixtures and materials

from the stores and ensures that they are used for the correct purpose;

- Computes and recommends overtime work done by staff for payment.

**Quality Assurance:**

- Manages all work methods and maintains knowledge on all quality assurance standards and monitors continuous application for all quality assurance processes and recommends corrective actions for all processes;
- Ensures the maintenance of optimal quality services/job performed and prepares monthly reports to evaluate performance;
- Ensures compliance to all Quality Manuals and Procedures and collaborates with maintenance team, contractors and suppliers to maintain the quality of all systems;
- Ensures the maintenance of accurate records of work performed, prepares and submits correspondences to relevant stakeholders in a timely and professional manner;
- Prepares and submits Monthly Progress Reports including status of systems determined from the analysis of daily reports of work carried out;
- Assists in overseeing the work of contractors to ensure that projects are completed to required standards in accordance with timelines and budgetary allocations and other contracts requirements/stipulations.

**Occupational Health and Safety (OHS):**

- Assists in ensuring compliance to OHS policy, procedures and risk assessments;
- Assists in development and management of Department's safety programmes including assessing training needs and implementing safety practices and procedures;
- Assists in monitoring Fire Alarm detection and suppression systems and Fire Risk Assessments; ensuring action is taken to mitigate risks and all corrective and preventative action of issues arising;
- Keeps proactively up-to-date with all legislation ensuring compliance to all standards and laws.
- Provides draft Disaster Evacuation Plans aligned with Fire and Building Codes;
- Performs any other related duties assigned by Supervisor.

**Required Knowledge, Skills and Competencies**

- Knowledge of preventive maintenance method, principles and practices.
- Knowledge of building codes and standard practices.
- Knowledge of laws governing building contracts and contracting.
- Knowledge of the tools, equipment and supplies used in providing building maintenance services.
- Knowledge of mechanical and electrical concepts, principles and systems;
- Knowledge of disaster preparedness methods, principles and requirements;
- Project Management;
- Ability to read and interpret plans and specifications for quantity survey purposes and for comparison with the progress of works;
- Ability of analyze, diagnose, troubleshoot and provide practical solutions.
- Sound planning and organizing skills
- Good interpersonal skills
- Sound problem-solving and decision-making skills
- Excellent leadership skill

**Minimum Required Qualification and Experience**

- Bachelor of Science Degree in Estate/Property or Construction Management, Electrical/Mechanical Engineering or related field;
- Certificate in Supervisory Management;
- At least 6 years of experience on the job training in the construction or other related field, with two (2) years at the managerial/supervisory level.

**OR**

- Any other equivalent combination of qualification and experience.

**Special Conditions Associated with the Job**

- Works indoors and outdoors;
- Exposure to external environmental elements consistent with building maintenance and upgrade functions;
- May be required to work beyond and outside of normal working hours in emergencies or to

meet project deadlines.

## **6. Assistant Technician (SOG/ST 5)**

### **Job Purpose**

Under the general direction of the Facilities/Property Maintenance Manager, the Assistant Technician SOG/ST 5 will provide support for planning, designing and coordinate all major, minor construction and refurbishment projects to ensure that they are accomplished within prescribed codes, time frames and budgets. This includes supporting the allocation of resources to initiate, plan, execute, monitor and close all related project for the Post and Telecommunication Department.

### **Key Responsibilities**

#### ***Management and Administrative:***

- Participates in the development of the Branch's Budget, Operational and Corporate Plan;
- Prepares Work Plan in consultation with Supervisor;
- Contributes to the Unit's Monthly and Annual Reports;
- Prepares Project Reports;
- Certifies Payments for workers and contractors and prepares draft for Final Accounts;
- Executes tasks assigned in the development and continual performance improvement of the Branch.

#### ***Technical/Professional:***

- Prepares tender and technical documents for the procurement of goods, works and services;
- Prepares draft construction designs that meet the requirements for technical and specialist formulations for various post offices;
- Requests and monitors the preparation of project documents for the acquisition of equipment and delivery of projects;
- Prepares and submits human and physical resources for the execution of projects;
- Identifies and prepares preliminary and final drawings for the refurbishing of buildings and offices;
- Monitors the progress of all construction projects to ensure that time and cost parameters are maintained by resolving a range of emergency problems and keeping the Manager informed on results of key issues;
- Prepares draft of Technical Specifications for minor projects and renovations;
- Executes solutions to complaints/reports concerning engineering problems and ensures that they are resolved;
- Collects and monitors Energy and Water Bills for analysis for presentation;
- Reviews utilities consumption and recommends strategies to minimize costs through energy audits;
- Reviews the work of the Senior Maintenance Officers, General Maintenance Officers and external contractors to ensure that the terms and conditions of contracts are adhered to and to ensure that resources are effectively utilized;
- Liaises with the Regional Managers, Heads of Division, Project Managers and contract workers to ensure projects are executed within time-lines and Budget;
- Inspects buildings' structures to determine the need for repairs or renovations and makes recommendations to address needs identified.

#### ***Occupational Health and Safety (OHS):***

- Ensures compliance to OHS policy, procedures and Risk Assessments, ensuring actions are adhered to mitigate risks and all corrective and preventative action of issues arising;
- Monitors Building Management, Fire Alarm Detection and Suppression Systems and Fire Risk Assessments; ensuring action is taken to mitigate risks and all corrective and preventative action of issues arising;
- Keeps proactively up-to-date with all legislation ensuring compliance to all standards and laws.
- Provides draft Disaster Evacuation Plans aligned with fire and building codes.

#### ***Financial:***

- Monitors expenditure on projects;
- Participates in the preparation of the Capital Budget.

**Other:**

- Serves on the Disaster Preparedness Committee;
- Performs other related duties that may be assigned.

**Required Knowledge, Skills and Competencies**

- Sound planning and organizing skills
- Good interpersonal skills
- Sound problem-solving and decision-making skills
- Good oral and written communication skills
- Good Project Management skill
- Occupational Health and Safety policy, procedure and practices
- Good negotiation and contract management skills
- Ability to prepare and manage a maintenance Budget
- Able to setting out of building works
- Ability to conduct building envelope investigation
- Ability to collect and analyze equipment running data for maintenance purposes.
- Good computer skills and competent user of Microsoft office suite; Microsoft project; Primavera; PH Stats; StatsGraphic, Drafting Software (AutoCad, Revit, etc)
- Disaster preparedness methods, principles and requirements.
- Knowledge of the GoJ Financial Administration and Audit Act
- Knowledge of GoJ Building Regulations
- Knowledge of Building Engineering; Design and Construction; Facilities Maintenance
- Knowledge of Construction process.
- Knowledge of preparation of bidding documentation for procurement.

**Minimum Required Qualification and Experience**

- First Degree in Architecture/Quantity Surveying/Civil/Construction/Structural Engineering/Estate/Property or Construction Management with three (3) years related work experience, one (1) of which should be at a supervisory level in a construction organization;
- Training in Project Management;
- Training in Energy Management would be an asset.

**Special Conditions Associated with the Job**

- Required to travel island wide;
- Possession of a valid Driver's License and a reliable motor vehicle.

**7. Senior Repairs and Maintenance Specialist (Mechanical/Electrical) (SOG/ST 5)****Job Purpose**

Under the supervisor of the Facilities Property and Maintenance Manager, the Senior Repair and Maintenance Specialist (Mechanical and Electrical) SOG/ST 5, undertakes complex mechanical and electrical activities on a wide variety of systems, components/equipment and structural facilities related to building repairs and maintenance. Provides advice and guidelines on matters concerning a wide range of complex mechanical system maintenance within the Post and Telecommunications Department.

**Key Responsibilities*****Management/Administrative:***

- Participates in the development of the Corporate/Operational Plan for the Regional Office;
- Prepares the Unit and Individual Plans in collaboration with Supervisor;
- Prepares and signs Individual Work Plans in collaboration with direct report;
- Prepares and submits the Annual Regional Maintenance Programme and Budget;
- Ensures that policies, regulations and standards are adhered to in the conduct of building and maintenance contracts and assignments;
- Reviews and recommends Payment Vouchers and Certificates of Payments for satisfactory completion of work done at the postal facilities as assigned;
- Provides technical advice to the Regional Managers, Branch Managers on building and maintenance matters;

- Develops and maintains collaborative working relationships with the Postal Branch Managers and Staff;
- Prepares and submits Progress and Performance Reports;
- Keeps abreast of continued development in the field of mechanized postal handling and other equipment in the delivery of postal services.

***Technical/Professional:***

- Plans, co-ordinates and monitors the implementation of the Regional Repairs and Maintenance Programme;
- Recommends changes to the programme as a result of budgetary and other changes;
- Recommends and seeks approval as necessary for the engagement of contractors to undertake minor repairs and maintenance activities in keeping with Government of Jamaica (GoJ) and Departmental guidelines and standards;
- Supervises minor repairs and maintenance contracts within the Regions as assigned and ensures that work orders are completed;
- Drafts bills of quantities and provides input to contract documents for minor extensions, renovations and repairs of postal facilities within the Region;
- Assists in the conduct of site visits to ensure that building construction work is carried out in accordance to specifications and within agreed time frame; reports breaches or delays to the Director promptly;
- Ensures that all electrical equipment and fixtures, appliances and electronic mechanical equipment/apparatus and system are in good working order;
- Ensures the proper scheduling of work and that faults with mechanical and electrician equipment are entered and discharged in keeping with schedules;
- Manages the distribution of material and spare parts for activities in the Regions; ensures that goods are verified and Proforma Invoices are requested in keeping with proper procurement procedures and standards;
- Checks and verifies equipment, spare parts and tools prior to the placing of purchase requests; ensures the maintenance of proper inventory controls for parts and material;
- Supervises preventative maintenance on all types of electro mechanical electrical equipment; ensures that faults are corrected in keeping with schedule;
- Ensures prompt response to emergency calls for repairs and maintenance issues in the Regions.

***Human Resource Management:***

- Manages the welfare and development of direct reports through the preparation of Performance Appraisals and recommendation of required training and development programmes;
- Provides leadership to direct reports through effective objective setting, delegation, and communication processes;
- Provides guidance to direct reports through coaching, mentoring and training, providing assistance and support as needed;
- Ensures that training and other needs of direct reports are adequately identified and addressed;
- Ensures that direct reports are aware of and adhere to the policies, procedures and regulations which affect the Branch;
- Participates in the recruitment of direct reports for the Branch;
- Recommends Vacation Leave for direct report in keeping with established Human Resource policies;
- Recommends/administers disciplinary action in keeping with established Human Resource policies;
- Performs any other related duties assigned by Supervisor from time to time.

**Required Knowledge, Skills and Competencies**

- Ability to analyze, diagnose, troubleshoot and provide practical solutions
- Ability to read and interpret plans and specifications for comparison with the progress of works
- Sound Planning and Organizational Skills
- Good Interpersonal Skills
- Sound problem solving and decision- making skills
- Excellent leadership skill
- Knowledge of mechanical and electrical concepts, principles and systems
- Knowledge of preventive maintenance method, principles, practices and implementation.
- Good knowledge of the tools, equipment and supplies used in providing building maintenance services
- Knowledge of laws governing building contracts and contracting

- Knowledge of building codes and standard practices
- Knowledge of disaster preparedness methods, principles and requirements
- Project Management

#### **Minimum Required Qualification and Experience**

- Diploma in Electrical/Mechanical Engineering from an accredited Institution;
  - Certificate in Supervisory Management;
  - Plus 5 years working experience in a related field with two (2) years at the supervisory level.
- OR**
- Equivalent HEART/NTA Certification in Building Maintenance – Level 2 plus seven (7) years' experience in the building and maintenance or related field/environment.
- OR**
- Any other equivalent combination of qualification and experience.

#### **Special Conditions Associated with the Job**

- Works indoors and outdoors;
- Exposure to external environmental elements consistent with building maintenance and upgrade functions;
- Physical demands include walking, standing, stretching, bending and working in cramped spaces for extended periods
- May be required to work beyond and outside of normal working hours in emergencies or to meet project deadlines.

Applications accompanied by résumés should be submitted **no later than Friday, 29<sup>th</sup> April, 2022 to:**

**Director, Human Resource Management and Development  
Post and Telecommunications Department  
6-10 South Camp Road  
Kingston, CSO**

Email: [hrunit@jamaicapost.gov.jm](mailto:hrunit@jamaicapost.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**