



**CIRCULAR No. 231**  
**OSC Ref. C. 4858<sup>48</sup>**

**4<sup>th</sup> June, 2024**

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/Fumigation Assistant (LMO/TS 4) in the Plant Quarantine/Produce Inspection Branch - Export Complex (Kingston), Ministry of Agriculture, Fisheries and Mining**, salary range \$32,905 - \$44,254 per week.

**Job Purpose**

Under the direct supervision of the Fumigator (SOG/ST 6), the Forklift Operator/Fumigation 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;
- Good teamwork and co-operation skills.

***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's/Ministry's/Division's policies and procedures.

**Minimum Required Education and Experience**

- Successful completion of Secondary level education;
- Training in fumigation procedures or a minimum of three (3) years' experience in related field;
- Must possess a valid General Driver's License;
- Experience in the operation of a forklift.

**Special Conditions 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 Monday, 17<sup>th</sup> June, 2024 to:**

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

Email: [jobopportunities@moa.gov.jm](mailto:jobopportunities@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.**



Desreen Smith (Mrs.)  
for Chief Personnel Officer