



Office of the Services Commissions

(Central Government)

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CIRCULAR No. 29 **OSC Ref. C.6272¹⁸**

22nd January, 2025

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 **Property Maintenance Officer (SOG/ST 4)** in the **Administration and Special Services Division, Office of the Prime Minister (OPM)**, salary range \$2,803,771 - \$3,770,761 per annum.

Job Purpose

Under the general direction of the Facilities Manager, the Property Maintenance Officer is responsible for the maintenance and upkeep of the grounds, on properties under the control of the Office of the Prime Minister, to include Jamaica House, Vale Royal, Office of the Leader of the Opposition and OPM's Western Region Office.

Key Responsibilities

Management/Administrative:

- Prepares and monitors work schedules/plans for the landscaping team;
- Assists with the preparation of timesheets for ground staff;
- Prepares justification, scope of work and specifications to the Procurement Unit for the preparation of bid documents and the evaluation of contractors/consultants for landscaping and related projects;
- Prepares and submits activity, inventory and fuel logs and other reports as requested;
- Examines work methods and identifies and recommends ways for improving productivity periodically, where necessary;
- Maintains and updates equipment and machinery service cards;
- Manages the use of the incinerator in the Disposal Process;
- Logs and submits invoices for service providers;
- Liaises with the Procurement Unit for the timely servicing of machinery and equipment.

Technical/Professional:

- Inspects grounds to ensure they are maintained according to established procedures and quality standards;
- Organizes the collection of garbage from all properties under the span of control;
- Liaises with agricultural farm shops/stores and nurseries for the procurement of planting materials and supplies and the servicing of farm equipment;
- Oversees the preparation and detailing of grounds for functions;
- Monitors supplies/materials to ensure that adequate supply of plants, planting materials chemicals and fertilizers are available for use, and maintaining a minimum reordering level.

Supervisory:

- Manages the welfare and development of staff by developing Work Plans, conducting Performance Appraisals and recommending learning and development programmes;
- Provides leadership to staff through objective setting, delegating and communication;
- Provides guidance, assistance and support to staff through coaching, mentoring and training, as needed;
- Fosters teamwork, a harmonious working environment, and promotes collaborative work across the team;
- Recommends leave for staff supervised, in keeping with established Human Resource policies and procedures;
- Recommends disciplinary action, in keeping with the established Human Resource policies and procedures;
- Conducts monthly and other ad hoc staff meetings;
- Monitors the signing of attendance register by staff.

Other:

- Assists with the logistics for conferences hosted by the Government of Jamaica and co-ordinated by the Office of the Prime Minister and associated Agencies;

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

Required Knowledge, Skills and Competencies

Core:

- Integrity and confidentiality
- Excellent oral and written communication skills
- Good planning and organizing skills
- Demonstrates initiative and creativity
- Strong leadership and management skills
- Excellent interpersonal and customer relations skills
- Excellent time management skills

Technical:

- Displays emotional resilience and the ability to withstand pressure on an ongoing basis
- Strong analytical, decision-making and problem-solving skills
- Networking and relationship-building skills and ability to function as a team player
- Knowledge of landscaping techniques
- Knowledge of planting materials, chemicals and fertilizers
- Sound knowledge of safety regulations and programmes
- Ability to operate agricultural equipment – (tractor, lawnmower, weed wacker etc.)
- Proficient in relevant computer and software applications - AutoCAD and Microsoft Office Suite (Word, Excel, PowerPoint)

Minimum Required Qualification and Experience

- Bachelor of Science Degree in Agricultural Science from a recognized tertiary institution;
 - Two (2) years' experience in a similar position;
 - Experience working with agricultural chemicals;
- OR**
- Associate of Science Degree or Diploma in Agricultural Science from a recognized tertiary institution;
 - Four (4) years' experience in a similar position;
 - Experience working with agricultural chemicals.

Special Conditions Associated with Job

- Required to work beyond normal working hours and on weekends, whenever the need arises;
- Must be the holder of a valid General Driver's Licence.

Applications accompanied by résumés should be submitted **no later than Tuesday, 4th February, 2025 to:**

**Senior Director
Human Resource Development and Management Division
Office of the Prime Minister
1 Devon Road
Kingston 10**

E-mail: jobs@opm.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**