



<b>Job Title:</b>	Building Maintenance Technician		
<b>Division:</b>	Administration & Human Resource Division	<b>Salary Scale:</b>	GA1
<b>Job Classification:</b>	Civil/ semi-skilled	<b>Salary Range:</b>	
<b>Reports to:</b>	Head, Administration & Human Resource Division		
<b>Purpose:</b>	To support the Administrative division in maintaining and improving the structure of the Agency's buildings		
<b>Key Output:</b>	To build, conduct repairs and provide building maintenance services for the Agency		
<b>Main Duties:</b>	<ul style="list-style-type: none"> <li>• Provide guidance to the Administrative/HR Division on all building works.</li> <li>• To assist the Administrative Division in conducting all construction, carpentry, masonry, painting, and plumbing works, etc.</li> <li>• To conduct repairs where identified by the authorised personnel.</li> <li>• To build new structures where identified by the authorised personnel.</li> <li>• To maintain the GEA's main building and all other buildings and assets as required.</li> <li>• Oversee and monitor all building works.</li> <li>• Assist in the delivery and purchase of materials when required.</li> <li>• Provide estimates for materials and tools needed to conduct building works.</li> <li>• Put systems in place minimize and eliminate risk to ensure the safety of all staff while conducting building works.</li> <li>• Identify and inform the Head of Administrative Division of all potential risks relating to building works.</li> <li>• Undertake any other duties and tasks that are determined by the Head of Division, the CEO or his nominated representative.</li> </ul>		
<b>Key Competencies:</b>	<ul style="list-style-type: none"> <li>• Knowledge of construction, carpentry, masonry, plumbing.</li> <li>• Reliable and productive in a fast-paced environment.</li> <li>• Ability to comprehend and execute instructions.</li> <li>• Ability to work with minimal supervision.</li> <li>• Ability to observe all safety rules and practice safe work practices.</li> <li>• Ability to execute instructions.</li> <li>• Meticulous</li> </ul>		
<b>Qualifications:</b>	<ol style="list-style-type: none"> <li>1. Minimum of three (3) subjects CXC (English &amp; Mathematics compulsory) with at least two (2) years experience in a similar capacity</li> </ol>		