



CIVIL SERVICE OF JAMAICA
JOB DESCRIPTION AND SPECIFICATION
MINISTRY OF JUSTICE

JOB TITLE:	Manager, Maintenance & Property
JOB GRADE:	GMG/SEG 1
POST NUMBER:	74082
DIVISION:	Corporate Services Division
BRANCH	Property, Safety & Security Management
REPORTS TO:	Director, Property, Safety & Security Management
MANAGES:	N/A

This document will be used as a management tool and specifically will enable the classification of positions and the evaluation of the performance of the post incumbent.

This document is validated as an accurate and true description of the job as signified below:

Employee

Date

Manager/Supervisor

Date

Head of Department/Division

Date

Date Received in Human Resource Division

Date Created/Revised

Strategic Objectives of the Division (in which the position is located):

TBD

Job Purpose

Under the general direction of the Director, Safety & Security Management, the Manager, Maintenance and Property is responsible for improving and maintaining the physical infrastructure of the Ministry ensuring that the work environment is enabling and safe.

Key Outputs:

- Maintenance schedules for buildings and equipment prepared
- Building and equipment maintained
- Grounds maintained
- Energy management and water conservation systems in place
- Buildings refurbished
- Reports produced

Key Responsibility Areas:

Technical/Professional Responsibilities

- Develops drafts of spatial design floor plans;
- Implements and ensures effective maintenance programmes for each building;
- Plans and monitors preventative maintenance programmes and ensures work is carried out according to plans and specifications;
- Prepares and institutes charts and reports to ensure control and scheduling of maintenance programmes;
- Ensures that offices and office requirement and fixtures (partitions, electrical outlets, air-condition units etc.) are provided and adequately maintained;
- Undertakes the daily inspection of all properties and maintenance of common areas to ensure buildings are in good condition;
- Assists in the procurement, installation, refurbishing and inspection of equipment;
- Visits business places where equipment has been installed to determine suitability before acquisition of major items;
- Monitors actual costs against budget and explains variances;

Management/Administrative Responsibilities

- Contributes to the work of the Branch, including the development of the corporate and operational plans and budgets;
- Seeks feedback from key internal and external stakeholders with regard to their satisfaction with the level of service provided by the Branch, responding appropriately;
- Ensures that environmental scanning is conducted;
- Maintains effective working relationships with external and internal stakeholders to ensure that the Branch provides a consistently high level of service to them.

Human Resources Responsibilities

- Participates in the recruitment and training of staff of the Section;

Other Responsibilities

- Performs all other duties and functions as may be required from time to time.

Performance Standards:

- Timely and precise maintenance schedules for buildings and equipment
- Timely maintenance of buildings and equipment
- Timely maintenance of grounds
- Water reservoirs/tanks are checked daily
- Cost effective energy management and water conservation systems
- Timely and cost-effective refurbishing of buildings
- Timely and accurate reports
- Confidentiality, integrity and professionalism displayed in the delivery of duties and interaction with staff.

Internal and External Contacts (specify purpose of significant contacts:

Internal Contacts

Contact (Title)	Purpose of Communication
Director, Property, Safety & Security Management	<ul style="list-style-type: none">• Provide advice and contribute to decision making;• Identify emerging issues/risks and their implications, and propose solutions;• Receive guidance and provide regular updates on key Safety and Security Management issues and priorities.
Senior Executives/Management in Divisions	<ul style="list-style-type: none">• Develop and maintain effective working relationships• Collaborate, exchange information, provide strategic advice, support and feedback
General Staff	<ul style="list-style-type: none">• Develop and maintain effective relationships• Provide expert advice and exchange information

External Contacts

Contact (Title)	Purpose of Communication
Departments and Agencies of the MOJ	<ul style="list-style-type: none">• Develop and maintain effective relationships;• Provides expert advice on Safety and Security Management matters; and exchange information;• Liaise on key Administration & Office Management issues
Professional Affiliations	<ul style="list-style-type: none">• Provides expert advice and exchange information;• Identify innovation and new opportunities for the Association.
Contractors, suppliers and providers of services	<ul style="list-style-type: none">• Monitors TOR for goods and services and related interventions;• Exchange of information.
General Public	<ul style="list-style-type: none">• Collaborate on matters, exchange information, provide advice and seek feedback

Required Competencies:

I. Core Competencies	Level	II. Technical/Functional Competencies	Level
Adaptability	2	Accountability	2
Compliance	2	Analytical thinking	1
Customer and Quality Focus	2	Attention to Detail	2

Initiative	2	Coaching and Mentoring	1
Integrity	2	Goal/Results Oriented	1
Interpersonal	2	Methodical	2
Oral Communication	2	Operating Equipment	2
Team Work & Cooperation	2	Planning and Organising	1
Time Management	2	Presentation and Reporting	1
Written Communication	2	Problem Solving and Decision-making	1
		Resilience	1
		Stress Tolerance	2
		Technical Skills	2
		Use and Application of Technology	1

Other Competencies
Knowledge of Workplace Safety, Security and Emergency Management practices, principles and systems
Knowledge of the Government of Jamaica's legislative arrangements underpinning the Safety, Security and Emergency Management functioning, for example Occupational Safety and Health Act, 2017, Disaster Risk Management Act, etc
Aptitude for developing and maintaining collaborative relations with team members both within and outside the Ministry
Ability to influence and motivate others

Minimum Required Education and Experience

- First Degree in Property Management/ Building maintenance/Estate Management or a related discipline
- Three (3) years' experience in an administrative capacity
- Training in Supervisory/Office management
- Training in Procurement

Authority:

- Engages a range of related stakeholders.
- Approve/disapprove repairs to buildings and equipment
- Makes recommendations regarding the renewal of contracts
- Makes recommendations regarding the operations of the unit

Specific Conditions associated with the job

- Work will be conducted in an office outfitted with standard office equipment and specialized software.
- The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions.
- Required to work extended hours, weekends and on public holidays
- May be required to travel locally and overseas to attend conferences, seminars and meetings.