

Opening Date: 10 April 2018
Closing Date: 24 April 2018
Location: Tortola
Vacancy Notice No. 15/2018
Job Classification: Grade 9
Ministry/Department/Unit: Police Department
Position Details: One year probationary period
Established position
Employment Type: Full-time
Remuneration/Benefits: Salary range **\$28,818 – \$45,785**. Salary is commensurate with relevant qualifications and experience.

JOB VACANCY NOTICE Maintenance Supervisor

Government of the Virgin Islands



ROLE SUMMARY

The successful applicant will manage and maintain an effective and efficient maintenance and repair programme to ensure the health and safety of others.

MAIN RESPONSIBILITIES

1. Supervise the unit staff in a professional manner and organize work schedules to ensure tasks are completed in the required time frame and standard.
2. Maintain an inventory of supplies in order to complete requisitions of tools and equipment needed to ensure efficiency and effectiveness in completing maintenance and repair tasks.
3. Ensure that any electrical, mechanical, plumbing, air conditioning, painting, building and furniture repairs and maintenance works is completed in a timely manner in order to maintain the health and safety of others.
4. Coordinate and supervise the work of contracted labour and when necessary provide tools and equipment to ensure that tasks are completed to the required standard and within the timeframe.
5. Perform any other related duties as required by Supervisor or any other senior officer in order to contribute to the effectiveness and efficiency of the department.

BEHAVIOURAL COMPETENCIES

1. Manages own resources and professional development
2. Manages time effectively
3. Develops trust and support of colleagues and stakeholders
4. Provides leadership in area of responsibility
5. Implements change
6. Ensures products and services meet quality requirements
7. Ensures health and safety requirements are met

WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal office environment
- Workshop environment
- Outdoor environment
- Exposure to chemical, dust and fumes

MINIMUM QUALIFICATIONS AND EXPERIENCE

- High School Diploma or equivalent
- Diploma or Certificate in Electrical Engineering or related field
- Five (5) years' experience in maintenance work with at least two (2) years supervisory experience
- Sound knowledge of Government structure, policies and procedures
- Excellent knowledge of standard practices, tools, materials, equipment and methods of the trade
- Good supervisory and management skills
- Good analytical and decision-making skills
- Ability to read building specifications, blueprints and as-builds
- Sound oral and written communication skills
- Sound interpersonal and organisational skills
- Ability to work well under pressure

HOW TO APPLY

All applications for employment to the Public Service, including applications for transfer under the Employee Mobility Programme must be submitted to the address provided below by the job closing date.

Agency:

Public Service Commission
c/o Department of Human Resources
Central Administration Complex
Road Town, Tortola VG 1110
British Virgin Islands

Or by email: hrcbvi@gov.vg

Applicants should submit the Employment Application (available at: www.bvi.gov.vg); a Résumé/Curriculum Vitae of their relevant experience and qualifications; with two personal reference letters; certified copies of identification, citizenship, and academic certifications/diplomas/licenses, along with a police certificate from your place of residency.

Applying through the Employee Mobility Programme: Applicants interested in transferring to the Public Service through the Employee Mobility Programme must submit the standard Employment Application (see above) along with the Employee Mobility Application (available at: www.bvi.gov.vg/services/emp). All sections of both forms must be thoroughly completed in order to prevent delays in processing applications. For more information about the Employee Mobility Programme, click www.bvi.gov.vg/services/emp.

Important Notice: Qualified candidates who are considered for potential employment with the Government of the Virgin Islands may be requested to provide further criminal history record information. Evidence of a criminal conviction or other relevant information obtained shall not automatically disqualify an individual from employment with the Government of the Virgin Islands.