

**INSTITUTE OF JAMAICA**  
**(An Agency of the Ministry of Culture, Gender, Entertainment and Sport)**

Applications are invited to fill the following position at the Simón Bolívar Cultural Centre in the Programmes Coordination, a Division of the Institute of Jamaica:

**MAINTENANCE TECHNICIAN (SOG/ST 3)**

**Job Summary**

To be responsible for evaluating problematic systems or facilities and determining what installation or repair services need to be performed; and oversee and coordinate the workers who maintain and repair electrical, plumbing, ventilation and other building systems to ensure that the Simón Bolívar Cultural Centre facility is always maintained and remains safe.

**Key Responsibilities:**

- Inspects building to identify maintenance issues
- Prepares and monitors maintenance schedule
- Prepares maintenance budget
- Creates and maintains directory of relevant service providers and suppliers
- Maintains inventory of equipment manuals, equipment warranties and tools
- Contacts and contracts maintenance and repairs companies and/or personnel
- Supervises maintenance work
- Establishes and evaluates the preventive maintenance program
- Directs employees in the use of safety equipment and procedures
- Ensures adherence to good safety standards

**Minimum Required Qualification and Experience**

- Associate degree in Building Maintenance
- Three (3) years' working experience in a similar capacity would be an asset
- Training and experience in one or more given trades such as heating/air conditioning, plumbing, electrical, carpentry, or painting is essential

Applications should be submitted no later than **Friday, March 25, 2022** to:

**Director Human Resource Development and Management**  
**Institute of Jamaica**  
**10-16 East Street**  
**KINGSTON**

Email: [personnel@instituteofjamaica.org.jm](mailto:personnel@instituteofjamaica.org.jm)