



**DEMERARA HARBOUR BRIDGE CORPORATION
NON-MANAGEMENT JOB DESCRIPTION**

JOB TITLE:	MAINTENANCE CLERK	LOCATION:	ASPHALT PLANT
REPORTS TO:	PLANT SUPERINTENDENT	GRADE:	
DEPARTMENT:	PLANT OPERATIONS	SECTION:	
SUMMARY STATEMENT	Responsible for data entry and monitoring of equipment for the Asphalt Plants and mobile equipment to produce various asphalt products according to mix, design, and customer jobsite specifications.		
J O B R E S P O N S I B I L I T I E S	DESCRIPTION OF DUTIES:		
	MAINTAINS history cards of all fixed and mobile equipment to aide in efficient preventative maintenance.		
	MONITORS and MAINTAINS records of fuel usage of all equipment inclusive of generators, by reviewing all check sheets and reports.		
	MONITORS check sheets provided by the workers to assist the Plant Superintendent with the planning and execution of maintenance activities.		
	COORDINATES with the Procurement Section to work with suppliers to ensure the availability of spare parts whether locally or overseas.		
	MAINTAINS communication with the Asphalt Plant Stores Section to ensure restock levels are checked, parts are ordered, procured, and delivered by suppliers in a timely manner.		
	FILES the Asphalt Plant Reports/Check Sheets to allow easy access and availability.		
	UPKEEP history cards electronically, of all fixed and stationary equipment.		
	PERFORMS daily equipment checks for signs of defects which are to be brought to the attention of the Plant Superintendent.		
	ADHERES to the established guidelines of OEM for Preventative Maintenance of all equipment standards of all equipment.		
ACCURATELY record all pertinent information and report to the Plant Superintendent.			
The above responsibility statements identify specific duties necessary to attain DHBC's overall objectives while not precluding the job holder from carrying out other related activities that may be inherent in the job.			

QUALIFICATIONS PROFILE

JOB TITLE: Maintenance Clerk		
FACTORS		SUBSTANTIATING DATA
1	EDUCATION	Technical certification in Civil or Mechanical Engineering obtained at the Government Technical Institute, certification obtained at Training School or similar institution. Ability to manage multiple project priorities. Previous experience in Asphalt Plant operation would be an asset.
2	EXPERIENCE/ JOB KNOWLEDGE	On-the-job training relating to storage and movement of items, training in basic accounts is necessary. Experience in collating and classifying information.
3	TECHNICAL/ PROFESSIONAL	Arranges stock items in specified sequence. Sorts and places materials or items on racks, shelves or in bins according to pre-determined sequence such as size, type, style, colour or product code.
4	PROBLEM SOLVING /DECISION MAKING	Must follow procedures and refer variations/variances to immediate Supervisor. Decisions are elementary.
5	INTERPERSONAL	Contacts are with employees in different Departments/Sections, where information is requested or provided or where routine queries are dealt with.
6	RESPONSIBILITY FOR MATERIALS, CASH, ETC	Responsible for classifying and recording information of stock to maintain inventory records.
7	PROCEDURES/ REGULATIONS/ COMPLIANCE	Specific detailed instructions covering all important aspects of the assignments are provided to the employee. Procedures for doing the work have been established and procedures and manuals are available.
8	TEAMWORK	The Supervisor makes specific assignments that are accompanied by clear, detailed and specific instructions. The employee works as directed. The Supervisor checks progress and reviews completed work for accuracy, adequacy, adherence to instructions and established procedures.
9	WORKING ENVIRONMENT/ SAFETY OF OTHERS	The environmental and working conditions are moderate with minimal hazards. Work is sedentary, requiring writing, ordinary talking, hearing and vision. Work indoors and outdoors around people.