



**DEMERARA HARBOUR BRIDGE CORPORATION
JOB DESCRIPTION**

JOB TITLE:	JUNIOR MAINTENANCE OFFICER	LOCATION:	HEAD OFFICE
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1. SUMMARY STATEMENT:

Responsible for assisting in directing and supervising maintenance activities of workers engaged in the installation, renovation and overall maintenance of all works being conducted by the Structural Department.

2. NATURE AND SCOPE OF THE JOB

The **Junior Maintenance Officer** is required to assist in assigning and supervising a crew of bridge workers engaged in repair and maintenance operations and assists in preparing daily work programme activity sheets with assigned responsibilities to subordinate employees. The **Incumbent** must also assist in monitor the rosters to ensure that workers follow schedules, and assist in implementing sanctions on workers who fail to abide by schedules.

The **Incumbent** must check time-keeping records and arrange for replacement of absent employees or substitute labour.

The **Junior Maintenance Officer** controls stock and maintain contact with Stores personnel to ensure that an adequate supply of spares, materials, tools and equipment is maintained.

The **Incumbent** maintains accurate and complete records of all maintenance works carried out and keeps daily records all materials, tools and equipment used. The **Incumbent** also identifies and resolves any issues relating to maintenance procedures and equipment.

3. PRINCIPAL ORGANISATIONAL RELATIONSHIPS:

(The incumbent relates to the following areas/titles internally and externally within the Nature and Scope of the Job)

AREA/TITLE:

RESPONSIBILITY:

INTERNAL:

Maintenance Manager	To report every unusual occurrence promptly.
Senior Maintenance Officer	To liaise on maintenance activities of workers engaged in the installation, renovation and overall maintenance of all works being conducted by the Structural Department.
Inspector of Works	To liaise on the maintenance of physical premises and renovations done. To ensure compliance with specifications for the construction, assembly and installation of components in construction works.
Structural Foreman	To expedite daily maintenance works.
Stores personnel	To ensure that an adequate supply of spares, materials, tools and equipment is maintained.

4. DUTIES, WORK FIELD, TRAITS:

D U T I E S T O B E R E F U L F I L L I N G R E Q U I R E D	JOB TITLE: Junior Maintenance Officer
	DESCRIPTION OF DUTIES:
	<p>ASSISTS in supervising and coordinating work assignments of workers engaged in the maintenance and repair of the bridge and other structures, and grounds maintenance.</p>
	<p>CHECKS and VERIFIES all time sheets for required signatures by subordinate employees.</p>
	<p>ASSISTS in preparing daily work programme activity sheets.</p>
	<p>PREPARES overtime forms, vacation leave forms, time off forms etc.</p>
	<p>PREPARES fortnightly reports on absenteeism and overtime.</p>
	<p>PREPARES requisition forms to order replacement parts, tools, materials, equipment and supplies necessary for jobs.</p>
	<p>PROVIDES technical guidance to workers as required.</p>
	<p>LIAISES with stores personnel to ensure adequate stock levels and accurate stock-control records.</p>
<p>CONDUCTS periodic inspections of the bridge for malfunctions and coordinates with engineers to ensure repairs are done.</p>	
<p>LIAISES and COMMUNICATES with shipping agents/owners of vessels prior to and during Bridge retractions.</p>	
<p>ENSURES that the bridge and its environs are kept in an acceptable manner at all times.</p>	
<p>ENSURES adherence to safety procedures and proper maintenance of tools, equipment and work areas. TAKES precautionary measures against accidents; PROVIDES safety gears to shield workers in the case of hazards and accidents.</p>	
<p>ENSURES all By-Laws, Procedures and Regulations governing bridge operations are strictly adhered to.</p>	
<p>PREPARES daily reports to Maintenance Manager on repair and maintenance activities completed.</p>	
<p>The above responsibility statements identify specific duties necessary to attain the DHBC's overall objectives while not precluding the jobholder from carrying out other related activities that may be inherent in the job.</p>	

5. SUPERVISORY JOB DESCRIPTION EVALUATION: QUALIFICATIONS PROFILE

JOB TITLE: Junior Maintenance Officer		
FACTORS		SUBSTANTIATING DATA
1	EDUCATION	Certification below the level of University First Degree, obtained at Training School or similar institution, including Diploma in Engineering, Marketing, Finance, Public Administration, Management, or other appropriate area.
2	EXPERIENCE/JOB KNOWLEDGE	Worker requiring up to seven years in-house training programmes in bridge maintenance, repair and construction. Knowledge of standard practices, procedures and technologies related to current position.
3	TECHNICAL/ PROFESSIONAL	Supervising and monitoring performance of subordinates. Planning bridge maintenance weekly schedule.
4	PROBLEM SOLVING /DECISION MAKING	Often coordinates a diverse range and variety of activities requiring adherence to quality standards and involving complex procedures to address identifiable problems. Conditions may change from time to time.
5	INTERPERSONAL	The interpersonal contacts are with personnel within the department. Contacts can also be with employees in different Sections, where information is requested or provided or where routine queries are dealt with.
6	RESPONSIBILITY FOR MATERIALS, CASH, ETC	The Incumbent is responsible for assisting in directing and supervising the activities of subordinate staff and to ensure adequate stock of tools, materials, equipment and supplies for works.
7	PROCEDURES/ REGULATIONS/ COMPLIANCE	Good knowledge of relatively complex processes, techniques and practices in order to carry out a variety of operations and maintain systems. Work requires knowledge of the processes, techniques and practices involved in the particular activity to execute assigned tasks using agreed methodologies, procedures and analytical techniques. Laws, Regulations, Policy Guidelines, Directives, Operating Manuals and Precedents are provided.
8	TEAMWORK	The Team identifies its functions; acknowledges defined objectives, priorities, and deadlines; and collaborates with others in resolving perceivable and unprecedented challenges.
9	WORKING ENVIRONMENT/ SAFETY OF OTHERS	Moderate risks or discomforts which require special safety precautions. The Incumbent may be required to use reflective vests, helmets, boots or gloves to minimize risk of accidents or any injuries if an accident occurs.
LICENCES:		
SIGNATURES:		
PREPARED BY: S.V. JONES ASSOCIATES		DATE:
REVIEWED BY _____	DESIG. _____	DATE: _____
APPROVED BY _____	DESIG. _____	DATE: _____
APPROVED BY _____	DESIG. _____	DATE: _____