

ROSE BELLE SUGAR ESTATE BOARD SCHEME OF SERVICE

POST	:	Maintenance/Facilities Officer
REPORTING RELATIONSHIP	:	To the General Manager
SALARY	:	Negotiable based on qualifications and experience
QUALIFICATIONS & EXPERIENCE	:	A. Certificate of Primary Education. OR B. Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings. OR C. Any other equivalent qualification acceptable to the Board. D. Candidates should – (i) Have proven experience; (ii) Possess organising and supervisory skills; (iii) Have the ability to lead and motivate a team of officers;and (iv) Be computer literate. Candidates should produce written evidence. 1. Carry out routine inspections and preventive maintenance of buildings, equipment, and facilities. 2. To supervise and monitor works undertaken by contractors. 3. To guide, supervise and control maintenance staff, including cleaners and gardeners. 4. To liaise with Management on major repairs, upgrades, or projects. 5. To make regular inspections of existing infrastructure and submit reports thereon. 6. Keep detailed maintenance records (service logs, inspection reports, etc.)
DUTIES & RESPONSIBILITY	:	

7. To be responsible for checking and overseeing the maintenance of the organisation's vehicles.

7. To use ICT in the performance of his duties.

8. Maintain inventory of tools, spare parts, and maintenance supplies.

8. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Maintenance Officer in the roles ascribed to him.

Date: 6 November 2025