



## Maintenance Officer (Temporary)

The Radio Frequency Spectrum is the medium which facilitates wireless communication. The Spectrum Management Authority (SMA) is the regulatory body responsible for the efficient management of the radio frequency spectrum in Jamaica, which includes licensing spectrum users and regulating their use of the spectrum.

The SMA is seeking to identify a highly motivated, dynamic individual to fill the post of **Maintenance Officer (Temporary – 1 Year)**.

### **Responsibilities**

Under the supervision of the Manager, Administration, the Maintenance Officer will handle routine maintenance and repairs on the facilities' plumbing, electrical, basic carpentry, heating and air conditioning systems, as well as other building systems, that are assigned to them.

Principal duties include:

- Inspects the gardens and grounds on a regular schedule to ensure adequate standards are maintained.
- Responds to calls for assistance in instances of malfunctioning of air-condition units, elevators, canteen equipment etc.
- Responds to calls of assistance in other emergencies related to the equipment and buildings such as fires and flooding.
- Inspect the building's plumbing, electrical and ventilations.
- Performs basic plumbing maintenance and repairs of faucets, basins, vanity and toilets.
- Performs basic carpentry including hanging and replacing doors and operating power tools.
- Checks safety equipment such as fire extinguishers, smoke detectors and alarms.
- Keeps abreast of maintenance schedule.

### **Minimum Education and Experience Requirements:**

- Diploma in Building Maintenance/Estate Management/Public Administration from a recognized tertiary institution.
- At least two years' experience required

**Applications must be submitted no later than April 5, 2024 to:**

jobs@sma.gov.jm.

We thank all applicants for their interest in our company, but advise that only short-listed candidates will be contacted.

*...Shaping Your Future With Wireless...*