



TATECO (POS) CREDIT UNION
CO-OPERATIVE SOCIETY LIMITED
85 FIFTH STREET
BARATARIA

JOB POSTING / ON CONTRACT

Applications are invited for appointment to the under mentioned position. Applications should detail qualifications and experience and should be addressed to;

The Secretary of the Board
TATECO (POS) Credit Union
85 Fifth Street
Barataria

APPLICATION FOR BUILDING MAINTENANCE TECHNICIAN

JOB TITLE: Building Maintenance Technician

GENERAL ACCOUNTABILITY

The Maintenance Technician is responsible to the Secretary/Manager/ Assistant Manager Finance & Administration and is generally accountable for the upkeep of the TATECO Barataria building; these functions must be carried out in accordance with acceptable Code of Practice and Safety Rules within industry standards. The Maintenance Technician is not an employee of TATECO and will not be entitled to any benefits currently offered to employees. The contract shall be for one (1) year and will be subject to renewal pending a satisfactory appraisal.

KEY RESPONSIBILITIES

- Conduct weekly inspection of the Building and will make the necessary arrangements to repair or replace as necessary the following; ballast, bulbs, leaks, locks, doors, electrical plugs, switches, toilet fixtures, inspect generator and other related works that may arise from time to time, but not specified in the agreement.
- Completes a Maintenance Report for submission to the Assistant Manager Finance & Administration; he/she will note any observations requiring attention in this report.
- Where repairs or replacements are to be effected, TATECO will pay the cost of all materials and services external to the Maintenance Technician.
- Ensures that all Safety equipment are always in good condition and the health and welfare of personnel and the environment are not jeopardized.
- Available on a 24-7 basis for cases of emergencies.

EDUCATION AND EXPERIENCES

- Craftsman Diploma in Electrical or Mechanical Engineering or any other related field, or evidence of six (6) years of equivalent work knowledge and experience.
- Three years or more experience in a similar or related field.
- In-depth knowledge of the OHS Act as it relates to Building safety

SPECIFIC SKILLS AND KNOWLEDGE

- Good oral and written communications skills
- Proven ability to work unsupervised to complete task on time.
- Ability to interface effectively with staff and other parties to diagnose the root causes of issues and economically apply sustainable solutions.

RENUMERATION

- The Maintenance Technician will be paid a fixed sum per month, TBD.
- Where it is mutually agreed that jobs fall outside the spirit of the agreement; the Technician will submit a quotation for approval by the Secretary prior to the commencement of any works.

THIS JOB REMAINS POSTED FROM 17 APRIL TO 28 APRIL 2023