



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

ONE YEAR CONTRACT

Applications are invited for appointment to the under mentioned position. Applications should detail qualifications and experience and should be placed in a sealed envelope addressed as follows;

**Building Technician - Tobago
TATECO (POS) Credit Union
STEPHANIE F P WILSON BUILDING
32 Wilson Road, TOBAGO**

APPLICATION FOR BUILDING MAINTENANCE TECHNICIAN-TOBAGO

JOB TITLE: Building Maintenance Technician-Tobago

GENERAL ACCOUNTABILITY

The Maintenance Technician is responsible to the Secretary/Manager/ Assistant Manager Finance & Administration and is generally accountable for the upkeep of the STEPHANIE FP WILSON building; located at 32 Wilson Road Scarborough, Tobago. 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; **‘SMALL JOBS’**, 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 And submits to the Member Services Coordinator by the 3rd working day of each month a maintenance report on all activities performed by him for the previous month along with noting any observations requiring attention.
- Where repairs or replacements are to be effected TATECO will pay the cost of all materials.
- 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 EXPRIENCES

- 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 OSH 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.



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RENUMERATION

- The Maintenance Technician will be paid a fixed sum of \$3,000.00 per month.
- 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.

TERMINATION OF CONTRACT

- Either party may give one (1) months' notice of termination in writing, however you may receive one month's salary in lieu of notice by TATECO (POS) except in cases of termination for misconduct where termination may be immediate without notice.

DEADLINE FOR SUBMISSION: JANUARY 14TH 2025.