



**WESTERN REGIONAL HEALTH AUTHORITY
LOT 31B, FAIRVIEW SHOPPING CENTRE
MONTEGO BAY
ST JAMES**

VACANCY

Applications are invited from qualified persons for the position of:

REGIONAL MANAGER, MAINTENANCE & ENGINEERING (SOG/ST 7) (VACANT)

Regional Office

Salary Scale: \$5,198,035.00 - \$6,990,779.00 per annum

The Western Regional Health Authority (a Statutory Body under the Ministry of Health and Wellness) is currently seeking to employ a **Regional Maintenance and Engineering Manager**. Under the supervision of the Director of Operations and Maintenance, the Regional Maintenance and Engineering Manager will be responsible for the development, implementation and monitoring of biomedical, electromechanical, electrical and general preventative and corrective maintenance programs, policies and procedures for the Region while supporting the organization's overall objectives.

CORE RESPONSIBILITIES:

Technical:

- Develop objectives, policies and procedures for the efficient operations of the buildings, repairs, and maintenance programme in consultation with the Director, Operations and Maintenance
- Ensure that maintenance policies and procedures developed are implemented effectively across the Region
- In consultation with the Projects Unit, review plans for the construction of health facilities or upgrades to ensure that maintenance issues are properly addressed in the design and construction stage
- Coordinate and conducts audits of the office and hospital buildings in accordance with the Maintenance Checklist
- Manage and monitor the general maintenance and upkeep of the Regional Office
- Ensure that adequate health and safety measures are implemented in the Maintenance units across the Region
- Manage and monitor the maintenance and energy conservation services to ensure that clear and demonstrable cost management is maintained
- Communicate with service providers on weaknesses and deficiencies found in the provision of services

- Liaise with architects, engineers, contractors, and other staff regarding maintenance projects such as progress reports, work evaluations and project details
- Ensure that consultants comply with design and specifications stipulated in the contract/project document
- Answer questions and provide information related to projects including resolving problems, approving expenditures, handling complaints and providing technical expertise in the area of assignment
- In consultation with the Director of Operations and Maintenance, develops the operating budget for the Regional Maintenance Unit and assists in the monitoring and tracking of expenditures for the section
- Order material and supplies; and provides technical assistance for purchasing of equipment
- Coordinate maintenance activities with other departments
- Advise on the need to contract maintenance services for selected buildings and equipment as appropriate
- Ensure the development of a comprehensive safety training schedule for the Region
- Conduct periodic audits on the performance of maintenance units in the Region
- Provide monthly reports for the department such as maintenance activities carried out and maintenance/repairs needed
- Assist in the coordination of the Disaster Preparedness Programme for the Region
- Ensure that work plans are developed, implemented and monitored for all staff in the division

Administrative:

- Ensure the effective and efficient management of the respective divisions through consistent communication, planning, directing and the development and implementation of standard operating procedures
- Monitor and ensure compliance with all contracts, servicing agreements, permits and certifications issued
- Review continually with the Director, Operations and Maintenance, the performance of the unit in terms of the achievement of objectives and taking remedial action where necessary
- Maintain effective working relationships
- Prepare the budget, operational and procurement plan for the Maintenance Unit
- Prepare and submit written reports and work plans as requested by the Director, Operations and Maintenance

Human Resource:

- Provide leadership and technical support to staff
- Schedule and conduct performance appraisals of supervisees
- Develop and manage the performance of staff
- Provide training to/for staff as necessary, to ensure high levels of quality and productivity
- Participate in the recruitment process of staff for the unit

- Ensure that the work environment is conducive to a high level of productivity and free of health and safety hazards
- Schedule periodic departmental meetings so that all employees have the opportunity to hear departmental updates and express their concerns
- Perform other job-related functions so assigned or as necessary to maintain the performance standards of the divisions

SPECIFIC KNOWLEDGE/SKILLS REQUIRED:

- Sound knowledge of building construction, maintenance of mechanical and electrical equipment, plumbing and carpentry
- Knowledge of Government's Policies and Procedures
- Knowledge of the Financial, Administration and Audit (F.A.A.) Act
- Knowledge of the Contractor General's Act
- Ability to read and interpret Building Plans
- Working knowledge of electrical circuitry and plumbing, central air conditioning systems and controls
- Proficiency in the relevant computer systems and applications
- In-depth knowledge of the Ministry of Health's maintenance standards and procedures
- Strong problem solving and decision making skills
- Well developed planning, organizing and time-management skills
- Excellent human relations skills and the ability to interact with individuals at all levels
- Proficiency in the relevant computer applications
- Well developed written and oral communication skills
- Knowledge of management practices and procedures

QUALIFICATION & EXPERIENCE:

- Bachelor's Degree in a related Engineering field or General Construction along with a First Degree in Facility Management/Business Management/Public Administration
- A minimum of five (5) years experience in a similar capacity
- Any equivalent combination of qualification and experience
- Experience in project management, financial management and corporate governance would be an asset
- Certification in Supervisor Management would be an asset

Application letter along with detailed resume should be submitted no later than

April 9, 2026 to:

**The Director
Human Resource Management & Development
Western Regional Health Authority
Lot 31b, Fairview Shopping Centre
St. James
Or e-mail: wrojobs@wrha.gov.jm**

ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED