



WESTERN CHILD AND ADOLESCENT HOSPITAL

CAREER OPPORTUNITY - ADVERTISEMENT

Applications are invited from suitably qualified persons for the position of:

MAINTENANCE MANAGER (SOG/ST 5) - 1 Position

(Salary Scale \$3,501,526 – \$4,709,163 per annum)

The **Western Child and Adolescent Hospital**, under the Western Regional Health Authority (a Statutory Body under the Ministry of Health & Wellness) is currently seeking to employ a ***Maintenance Manager (SOG/ST 5)***. Reporting to the Manager, Health Facilities, Operations and Maintenance; the successful candidate is responsible for efficiently leading, planning and organizing the daily maintenance activities of the Unit through the scheduling and execution of preventative and corrective maintenance activities.

RESPONSIBILITIES:

- Ensure the effective and efficient management of the Maintenance Unit through consistent communication, planning, directing and the implementation of standard operating procedures, policies and protocols
- Monitor and ensure compliance with all contracts, servicing agreements, permits and certification issued
- Prepares, submits and maintains the budget, operational and procurement plan for the Unit
- Schedule and execute preventative and corrective maintenance activities by overseeing the installation of fixtures, fittings and construction of minor work
- Coordinates and directs day-to-day operations of the maintenance department including determining needed repairs and improvements, establishing project priorities and assigning work tasks, scheduling work to most effectively meet facility needs, etc.
- Reviews all maintenance work carried out by the maintenance team to ensure work activities carried out are competently executed and in keeping with established standards
- Visits work sites to observe the standard of work being undertaken and monitors end dates and expenditure in relation to work completed
- Prepares and submits written reports and work plans as requested by the Manager, Facilities, Operations and Maintenance and or the Deputy Chief Executive Officer
- Provide leadership and technical support to staff through effective objective setting, delegation, coaching and communication
- Collaborate with the Human Resource Management Unit in developing and implementing a succession planning programme for the Unit
- Schedule and conduct performance appraisals of supervisees based on the performance assessment criteria
- Ensure timely submission of performance evaluation reports

QUALIFICATION & EXPERIENCE:

- Bachelor's Degree in a related Engineering field or General Construction/First Degree in Facility Management/Business Administration/Public Administration
- Certification in Supervisor Management would be an asset
- Four (4) years working experience in a similar capacity

SPECIFIC SKILLS/KNOWLEDGE REQUIRED:

- Knowledge of the Financial, Administration and Audit (F.A.A.) Act and Public Procurement Act and Regulations
- Knowledge of the Contractor General's Act
- Ability to read and interpret building plans
- Proficiency in the use of relevant software applications including Microsoft Office
- Excellent written and oral communication skills
- Excellent planning, organizing and time management skills
- Excellent interpersonal, leadership and management skills
- Strong decision-making and critical thinking skills
- Ability to cope well under pressure to meet deadline

Application letter along with a detailed resume should be sent no later than **August 26, 2026**

to:

Manager, Human Resource Management and Development

Cornwall Regional Hospital

P.O. Box 900

Mt. Salem

Montego Bay, St. James

Email: wcahjobs@wrha.gov.jm

ONLY SHORTLISTED APPLICATIONS WILL BE CONTACTED