



WESTERN CHILD AND ADOLESCENT HOSPITAL

CAREER OPPORTUNITY

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

SENIOR MAINTENANCE OFFICER (LMO/TS 5)

Salary Scale: \$2,190,292.00 – \$2,945,696.00 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 ***Senior Maintenance Officer (LMO/TS 5)***. Reporting to the Manager, Maintenance; the incumbent will be responsible for efficiently managing the day-to-day general maintenance and repair/fabrication activities such as tiling, painting, fabrication/construction of partitions and ramps, replacement of doors, windows, locks, office fixtures, repair of cupboards, desks, chairs and gates. The core responsibilities of the successful candidate will include:

CORE RESPONSIBILITIES:

- Leads the day-to-day activities to be carried out by the team of General Artisans by establishing activity priorities, assigning work tasks and scheduling work to effectively meet the hospital's needs
- In collaboration with the Manager, Maintenance; develops, implements and maintains the maintenance and repair schedule for the work to be carried out
- Ensures that maintenance requests received are assigned and completed assignments are reviewed, and corrective actions are taken where incomplete and or poorly done work assignments have been identified
- Ensures that delays in carrying maintenance work assigned are communicated to the Manager and the Head (s) of Departments where necessary
- Communicates and or sensitizes staff about health and safety procedures, policies and protocols and ensures that adherence is maintained
- Conducts routine inspection of building structures and furniture to identify and assess deterioration and implement corrective actions
- Ensures that waste material from maintenance repairs is disposed of in accordance with established policies
- Ensures that maintenance tools and equipment used by the team are requested for use and returned in accordance with established policies and procedures
- Ensures that all maintenance tools and equipment assigned to the team are properly maintained
- Guides and assists with the replacement and installation of fixtures such as doors, windows and locks
- Guides and assists with the repair of furniture such as cupboards, draws, tables and chairs
- Guides and assists with the repair of building leaks and tiling and painting needs;
- Assists with the identifying, filling and painting of gaps/crevices in various building structures

- Guides and assists with the installation and replacement of signage, murals, and outdoor furniture
- Reports equipment malfunctions, repair needs and safety infraction
- Guides and assists with the construction/set up of partitions, tents ramps, platforms and steps
- Assist the Division in carrying out other maintenance activities
- Assists with the preparation of the Unit's budget, operational and procurement plan
- Assists with the preparation and submission of written reports and work plans for the Unit as requested by the Manager, Health Facilities, Operations and Maintenance and or the Deputy Chief Executive Officer

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB:

- May be required to work beyond normal working hours, weekends and public holidays
- from time to time to meet deadlines
- Work environment may involve working in hazardous areas at times
- A high-demand work environment with numerous critical deadlines

QUALIFICATION & EXPERIENCE:

- Diploma in Building Maintenance/General Construction
- A minimum of three (3) years of experience in a similar capacity
- Any equivalent combination of qualification and experience
- Certification in Supervisor Management would be an asset

SPECIFIC SKILLS/KNOWLEDGE REQUIRED:

- Good written and oral communication skills
- Ability to work at the strategic and operational level
- Good interpersonal, leadership and management skills
- Strong decision-making and critical thinking skills
- Good planning, organizing and time management skills
- Ability to exercise sound judgment and conviction of purpose in unfavourable/unpopular situations
- Ability to prioritize among conflicting demands
- High level of professionalism, confidentiality and reliability
- Ability to cope well under pressure to meet deadlines
- Ability to perform effectively as part of a team
- Excellent time management
- Excellent integrity/ethics exercised in the performance of duties

Application letter along with a detailed resume should be sent no later than **September 30, 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