

# POSITION ANNOUNCEMENT

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<b>JOB TITLE</b>	<b>ASSISTANT DIRECTOR - MAINTENANCE SERVICES</b>
<b>TYPE OF VACANCY</b>	<b>MID-MANAGER</b>
<b>REPORTS TO</b>	<b>DIRECTOR OF PHYSICAL PLANT DEPARTMENT</b>
<b>DEPARTMENT</b>	<b>PHYSICAL PLANT/DEPARTMENT OF BUILDINGS &amp; GROUNDS</b>
<p><b>SUMMARY:</b> The University of The Bahamas (UB) expects that the Assistant Director of Maintenance Services will act at all times to assure the highest level of professionalism and performance possible; this candidate will work enthusiastically to meet all goals set by the University. To that end, he/she should be an individual who is goal orientated, organized and a team player.</p>	
<p><b>SPECIFIC DUTIES &amp; RESPONSIBILITIES:</b> The Assistant Director, Maintenance Services is required to perform but not limited to the following list of duties:</p> <ul style="list-style-type: none"><li>➤ Ensure that all University grounds and buildings are properly maintained and in an orderly and clean condition at all times;</li><li>➤ Plan and direct all major and minor maintenance (carpentry, grounds, painting and masonry) repairs;</li><li>➤ Manage all tools, parts, general equipment and supplies designated for the maintenance of all University properties;</li><li>➤ Ensure that all University events are set-up in an efficient, effective and timely manner;</li><li>➤ Periodically carry out inventory checks;</li><li>➤ Maintain accurate records of the plant's monthly maintenance costs and assets recommending cost reductions where possible;</li><li>➤ Develop <b><u>Preventative Maintenance Programmes</u></b> for all maintenance personnel;</li><li>➤ Ensure strict safety practices are carried out in accordance with the University's safety standards;</li><li>➤ Assist with the preparation of annual budgets;</li><li>➤ Supervise all maintenance staff members assigned to his/her portfolio;</li><li>➤ Maintain accurate records of the absenteeism and arrival and departure times of all maintenance subordinates;</li><li>➤ Conduct on-going discussions with subordinate staff pertaining to performance, conduct Performance Evaluations and, where necessary, advise the relevant personnel of available training and development opportunities;</li><li>➤ Assist with the planning of Vacation Leave Schedules for all staff members assigned to his/her portfolio;</li><li>➤ Administer Disciplinary Action in accordance with the Industrial Agreement between the Bahamas Public Services Union (BPSU) and the University of The Bahamas;</li><li>➤ Advise the Director on a daily basis on the condition of all equipment, fixtures and machinery.</li><li>➤ Assist in other areas as required for any other related duties.</li></ul>	

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**KNOWLEDGE, SKILLS & ABILITIES:**

- Excellent oral and written communicational skills;
- Demonstrated ability to work with minimum supervision;
- Demonstrated ability to conduct Preventive Maintenance Programmes;
- Demonstrated the ability to satisfactorily maintain all technical equipment;
- Demonstrated ability to work under pressure and make deadlines;
- Demonstrated good judgment; approachable and professional; solid problem solving skills; ability to handle multiple tasks; self-motivated; well organized.

**QUALIFICATIONS:**

- Minimum of a Bachelor's Degree or equivalent professional qualification;
- Evidence of enrolment or completion in a certified programme in the management of people especially Human Resources Management and/or Supervisory Management;
- Minimum of 8-10 years' experience with at least five (5) years of supervisory responsibility.

**Mailing Information: Interested applicants should submit the following documents to the address below:**

- Completed UB Employment Form (see the website), with accompanying supporting documents;
- A cover letter of interest (highlighting, work experience and accomplishments relevant to the position);
- Current Curriculum Vitae/Résumé;
- Copies of relevant Certificates/Qualifications;
- Copy of the Pages of a current Passport showing personal information and picture;
- Copy of N.I.B. Card;
- Current Police Certificate;
- Three (3) written professional references.

**Email Address:** Email: [hrapply@ub.edu.bs](mailto:hrapply@ub.edu.bs)

**Attention:** Director, Human Resources  
University of The Bahamas

<b>Salary Grade</b>	<b>AD-III</b>
<b>Salary Scale</b>	<b>\$37,005 - \$53,005</b>
<b>Date Published</b>	<b>May 22, 2017</b>
<b>Application End Date</b>	<b>June 2, 2017</b>
<b>Date to be Removed</b>	<b>May 3, 2017</b>

*The above statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the Assistant Director III, Maintenance Services.*