

# EMPLOYMENT ADVANCEMENT OPPORTUNITY

## Maintenance Officer

### Job Summary

The primary purpose is to be responsible for the smooth continuous operation, repairs and maintenance of all properties owned and managed by BSP Life. To liaise with all contractors and ensure all works carried out by the contractors are in line with statutory regulations and meet appropriate standards and within reasonable costs.

### Key Responsibilities

#### Financial Accountability

Ensure that all works carried out are within budget, are carried out to acceptable standards and carried out in a timely manner through:

- Proper scoping of works
- Transparent tender process
- Proper site supervision

#### 1. Respond to request for customer queries and request.

Apply safe working practices and practice accountability in the workplace.

- Maintain log and repair defects/faults discovered during an inspection, taking corrective action to remedy the problem.
- Apply quality assurance procedures and practices in the workplace
- Act professionally and ethically as a tradesperson
- Communicate effectively in the workplace
- Access and apply technical information.
- Ensure that all plant/equipment/fittings/systems comply with regulatory and statutory requirements.
- Ensure that the schedule of required inspections and programmed maintenance is carried out.
- Ensure action is taken to make amendments/modification as required.

#### 2. Maintain and Repair Mechanical systems

To ensure the following schedule of Plant/Equipment and associated components are properly repaired serviced and maintained;

##### i. Roofing and Gutters

- Down pipes and Storm Drains
- Cladding and Fasteners

##### ii. Cisterns and Flush Mechanism

- Handles
- Water Flow Control

##### iii. Pipes

- Isolating Valves
- Flow control Valves
- Connections

##### iv. Pumps

- Connections
- Pumping Mechanism
- Drive coupling
- Water Heaters/Tanks
- Water Flow Control
- Isolating valves
- Heat Source
- Panels

##### vi. Septic Tank/Sewerage Treatment

- Soak Pits
- Hatches
- Connection to municipal sewerage lines

## **vii. Chiller Systems and associated components**

- Compressor
- Condenser
- Evaporator
- Mechanical Controls/Connections/Operation
- Electrical Controls/Connections/Power Supply
- Pumps
- Modulating Valves
- Isolating Valves
- Pipe Insulation
- Fans/Motors

## **viii. Air Handling and Fan Coil Units**

- Fan/Motors/pulleys/drive belt/Housing
- Bearings/Mounts & Fasteners
- Panels/Fasteners

## **ix. Ducting and associated components**

- Duct Insulation/Coupling/Cowling
- Supply Air & Return Air Diffusers
- Variable Air Volume box
- Dampers/Motors
- Temperature Sensors
- Fans/Motors

## **x. Stand Alone – Split Type Air-conditioning Systems**

### **a. Condensing Unit (Outdoor Unit)**

- Compressor
- Condenser Coil/Panels/Pipes & connections/Mounting
- Fan/Motor
- Electrical Connections/Capacitors/Power supply

### **b. Evaporator (Indoor Unit)**

- Fan/Motor
- Electrical Connections/Capacitor/Power Supply/Controls

## **xi. Switch Boards/Distribution Boards/Control Boards**

- Power Supply/Terminals/Connections/Panels
- Switch Gear
- Circuit Breakers/Relays/Contactors

## **xii. Generators**

- Starter Motor/Starter Controls/Control Panels & ATS
- Charging alternator
- Power Generating Alternator/Connections/Housing/Excitation Circuit/Main Stator
- Winding/Rotor
- Drive (Engine)

## **xiii. Lighting**

- Fixtures
- Diffusers
- Components

## **xiv. Furniture**

- Cabinets
- Cupboards
- Tables
- Chairs

## **xv. Infrastructure**

- Roof
- Ceiling
- Walls/Door/Windows
- Floor

#### xvi. Electronics

- PLC (Programmable Logic Controllers)
- Security Access Control
- CCTV
- BMS (Building Management System)
- Printed Circuit Boards

### 3. Develop self for current and future employment.

Develop supervisory skills in accordance with workplace requirements

#### Knowledge, Skills, and Qualifications

- Trade Certificate in any of the following disciplines Plumbing, Electrical, HVAC, Carpentry, Electronics or Diploma in a related Building Services or Building Fabrics field.
- Minimum 5 years' experience in a similar position for Trade Certificate holders, 2 years' experience for Diploma holders.
- Able to trouble shoot, devise and implement remedial actions pertaining to maintenance issues.
- Good understanding of General Building Systems and Fabrics
- Good inter personnel skills
- Good communication skills.
- Sound understanding of Industry standards, policies and procedures.
- Able to trouble shoot, devise and implement remedial actions pertaining to tools, plants and equipment
- Able to apply technical knowledge on all areas of building services and fabrics
- Basic understanding of the common Microsoft application programs
- Able to read and interpret complex technical drawings, building schematics and 'as build' drawings
- Has some knowledge of planning and negotiation.
- Have sound knowledge of building codes pertaining to various trade disciplines.
- Ability to work with minimum supervision.

Please Scan QR Code for more details on this Vacancy and other Vacancies with BSP Life or visit our website

[www.bsplife.com.fj/careers/](http://www.bsplife.com.fj/careers/) and apply using the BSP Life Recruitment Portal.

Please call the HR services team via telephone number **331 7000** if you have any questions.

Applications close at **4pm on 16 October 2024**

