



VACANCY

Chaguaramas Development Authority (“the CDA”) is in the process of engaging suitable qualified and competent individuals to fill the position of **Maintenance Coordinator** to be a part of its high-performance team of professionals.

JOB SUMMARY

The incumbent coordinates and supervises the maintenance and upkeep of buildings and systems; grounds and islands; and equipment with a view to optimizing the useful life of these assets.

MAIN DUTIES AND RESPONSIBILITIES

- Coordinates and supervises maintenance teams.
- Monitors and inspects all maintenance work to ensure that planned projects and targets with respect to time, cost and quality are achieved.
- Arrange and interpret technical drawings, sketches, specifications and other maintenance-related documentation.
- Verifies material take-off quantities, equipment and supplies to be used, and allocates personnel as required.
- Reviews and vets estimates requisitioned by maintenance employees and contractors.
- Regulates material and equipment usage, ensuring that assets are secured at the end of the day.
- Prepares monthly reports for the Estate and Operations Manager on the performance of the maintenance teams and contractors.
- Reviews time cards and routine records, assesses and confirms the arrival and departure times of workers.
- Recommends the use of and participates in the selection of maintenance contractors.
- Coordinates, inspects and certifies the work of firms and individual contractors hired to provide maintenance services.
- Ensures that all applicable CDA policies and practices dealing with people, money and other assets are effectively implemented.
- Assists with the preparation and submission of a comprehensive annual maintenance plan and budget.
- Performs related duties as may be required.

QUALIFICATIONS

- Technician certification in engineering, civil engineering, or a suitable discipline.
- At least three (3) years in a similar or related capacity.
- At least three (3) years supervisory experience.
- Any equivalent combination of training and experience.

Qualified applicants are invited to submit an application and resume by **September 20, 2024**, to humanresources@chaguaramas.com, addressed to the Manager, Human Resources and Administration.

We thank all applicants for their interest but wish to advise that only shortlisted applicants will be contacted.