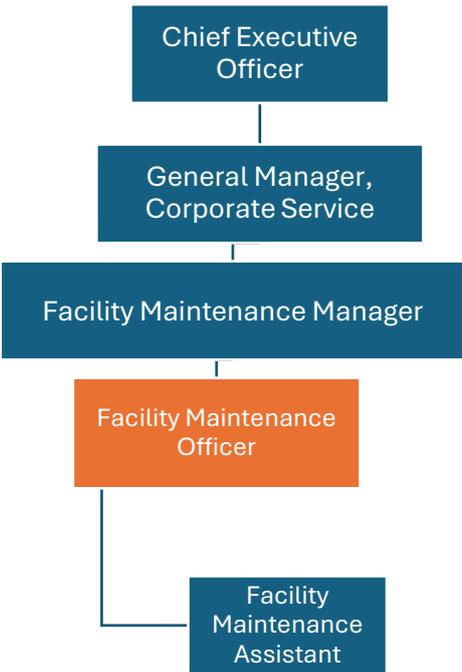


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| <b>Job Title</b>                   | <b>Facility Maintenance Officer</b>  |
| <b>PUB Grade</b>                   | 6.1  |
| <b>Commercial Organisation</b>     | The Public Utilities Board (PUB) in Kiribati is a State-Owned Enterprise and operates as a company with a mandate to control, plan and operate generation, distribution, retail of power, treat, distribute and retail potable water and to collect, treat and dispose of sewerage within PUB's prescribed designated area of South Tarawa. The PUB operational functions are provided through power and water engineering divisions, with support from the engineering planning and compliance unit and corporate service functions. The PUB is responsible for providing safe, reliable and affordable power, water and wastewater services for South Tarawa with a population estimated to be over 68,000. The PUB is a well-established utility with a number of large-scale energy, water and sanitation projects under development and implementation. |
| <b>Departmental Structure</b>      | <p>This position is located in the Facility Maintenance Section of the Corporate Services Division structured as follows:</p>  <pre> graph TD     CEO[Chief Executive Officer] --&gt; GM[General Manager, Corporate Service]     GM --&gt; FMM[Facility Maintenance Manager]     FMM --&gt; FMO[Facility Maintenance Officer]     FMO --&gt; FMA[Facility Maintenance Assistant] </pre>   |
| <b>The Job</b>                     | The Facility Maintenance Officer is responsible to the Facility Maintenance Officer on all matters concerning the efficient and effective repair and maintenance work of the PUB buildings, furniture, electrical and plumbing systems including renovations works and water and sanitation facilities, and participating in building construction works.  |
| <b>Supervisor</b>                  | Facility Maintenance Manager   |
| <b>Management Accountability</b>   | <ol style="list-style-type: none"> <li>1. Oversee and execute routine, preventive, and corrective maintenance activities for all PUB buildings including electrical systems, plumbing, carpentry, painting, and general structural integrity</li> <li>2. Maintain an accurate inventory of all facility assets, including furniture, fixtures, and equipment.</li> <li>3. Plan, organize, and supervise renovation projects for existing PUB facilities, ensuring projects are completed on time, within budget, and to required specifications.</li> <li>4. Ensure all maintenance and construction activities comply with the national building code, and environmental regulations</li> <li>5. Ensure compliance to safe work practices among maintenance staff and contractors</li> </ol>  |
| <b>Responsibilities and Duties</b> | <ol style="list-style-type: none"> <li>1. Execute plumbing, electrical, and carpentry tasks efficiently and effectively within the PUB facilities.</li> <li>2. Perform repair and maintenance work on landscaping and aesthetic structures to ensure the workplace remains tidy, presentable, and visually appealing at all times.</li> </ol>  |

|                                  |  |
|----------------------------------|--|
|                                  | <ol style="list-style-type: none"> <li>3. Provide painting services as and when required, including surface preparation, application of various paint types, and touch-ups to maintain the facility's appearance and protect surfaces from wear and tear.</li> <li>4. Proactively identify, document, and report all necessary repair and maintenance work, including potential hazards or areas requiring immediate attention.</li> <li>5. Manage and execute renovation projects, as well as general repair and maintenance work, from planning to completion.</li> <li>6. Install, assemble, and relocate office furniture and fixtures, ensuring proper functionality and ergonomic setup.</li> <li>7. Carry out repair and maintenance solutions and undertake construction and for various structures such as sheds, shelters, and pavements.</li> <li>8. Actively participate in larger building construction works, providing support to skilled tradespeople and assisting with various construction-related tasks as directed.</li> <li>9. Conduct routine inspections of all facility systems, including, ventilation, and air conditioning), safety and security systems, to ensure optimal performance and compliance with safety standards.</li> <li>10. Respond promptly to maintenance requests and emergencies, troubleshooting issues, and implementing timely solutions to minimize operational disruptions.</li> <li>11. Maintain accurate records of all maintenance activities, including work orders, repairs performed, materials used, and equipment serviced.</li> <li>12. Manage inventory of tools, equipment, and spare parts, ensuring adequate stock levels and proper storage.</li> <li>13. Ensure compliance with all relevant health, safety, and environmental regulations and policies.</li> <li>14. Operate and maintain various hand and power tools safely and effectively.</li> <li>15. Prepare and submit monthly report to the Facility Maintenance Manager</li> <li>16. Carry out other duties as may promulgated from time to time.</li> </ol> |
| <p><b>Selection Criteria</b></p> | <p><b>Qualifications and Experience:</b></p> <ul style="list-style-type: none"> <li>• Certificate III in Carpentry with 2 years of relevant experience or diploma in Carpentry with 1 year of relevant experience.</li> <li>• Valid driving license - "A, B, C, D &amp; E" Classes of Driver's License.</li> </ul> <p><b>Personal Capacity and Attributes:</b></p> <ul style="list-style-type: none"> <li>• Proficient in Excel and managing data</li> <li>• Service orientation</li> <li>• Good written and verbal communication skills.</li> <li>• Good interpersonal and relationship-building skills</li> <li>• High level of integrity and professionalism</li> <li>• Demonstrated ability to work independently and as part of a team</li> </ul>   |

