

PROPOSED SCHEME OF SERVICE

Organisation: University of Technology, Mauritius

Post: Maintenance Officer

Salary: Rs 21,850 × 375 – 22,225 × 400 – 23,425 × 525 – 26,050 × 675 – 27,400 × 825 – 35,650 × 900 – 37,450 × 950 – 42,200 × 1,300 – 46,100 × 1,575 – 47,675 (UTM 24)

Qualifications: A. A diploma in Civil Engineering from a recognised institution or an equivalent qualification acceptable to the Board of the University of Technology.
B. Candidates should –
(i) reckon at least three years' experience in maintenance work or building construction/electrical works;
(ii) possess good organising and supervisory skills;
(iii) have the ability to lead and motivate a team of employees;
(iv) possess good interpersonal and communication skills; and
(v) be computer literate.
Candidates should produce written evidence of experience/knowledge claimed.

Duties:

1. To plan, design, execute, supervise and monitor civil engineering works including works by contractors.
2. To be responsible for the –
 - (a) maintenance and repairs of plant, furniture and equipment;
 - (b) distribution and supervision of work;
 - (c) maintenance and upkeep of the grounds, buildings and related infrastructure;
 - (d) keeping of a progress book;
 - (e) preparation of estimates for work to be undertaken;
 - (f) submission of requests for overtime;
 - (g) preparation of requisitions; and
 - (h) receipt and issue of tools.
3. To guide, supervise and control maintenance staff including cleaners and gardeners.
4. To assist in feasibility studies and preparation of bids documents.
5. To make regular inspections of existing infrastructure and to submit reports thereon.
6. To ensure that safety and precautionary measures relating to water and electricity infrastructure are observed.
7. To use ICT in the performance of his duties.
8. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Maintenance Officer in the roles ascribed to him.

