CARIBBEAN PUBLIC HEALTH AGENCY (CARPHA)

JOB DESCRIPTION

PART A

1 Job Identification

Duration: ☐ Limited Duration ☐ Fixed Term

Title	*Category*		*Grade*	*Duty Station*
Maintenance Supervisor	G		G4	Trinidad

First Level Supervision	Health, Safety & Security Officer	*Second Level Supervision*	Facilities Manager
Signature: ▸ *Emelda Williams*	*Date: 24/06/2024*	*Signature:* ▸	*Date: 24/06/2024*

2 Objective/Overview of the Programme

CARPHA's mission is to provide strategic direction, in analysing, defining and responding to public health priorities of Member States, in order to prevent disease, promote health and to respond to public health emergencies. CARPHA supports solidarity in health, as one of the principal pillars of functional cooperation, in the Caribbean Community.

3 Organizational Context *(Job summary, the role of the individual within the team e.g. team member, specialist, advisor, facilitator, coordinator/manager, representative, expert, authority in the field, etc.) available guidelines and degree of independence, nature and purpose of contact within and outside the Organization.*

This position supervises the day to day activities of the maintenance assistants. Performs scheduled preventive maintenance tasks including maintaining and monitoring electrical systems.

4 Summary of Responsibilities

1. Assigns and supervises the day-to-day duties of maintenance assistants.
2. Ensures adherence to Occupational Safety and Health protocols and measures across all maintenance activities.
3. Assists with the training of staff to carry out maintenance in the BSL.
4. Receives requests for laboratory support services, assigns tasks and follows up as appropriate.
5. Coordinates weekend duties for maintenance staff as necessary.
6. Monitors scheduled preventive maintenance tasks and updates maintenance records on the following equipment: High Voltage Test for Kiosk, Water softener, Emergency Generators, Water coolers, Cold Room
7. Maintains and monitors electrical systems, and carries out electrical installations, when necessary
8. Assists with the control of maintenance stores and the distribution of supplies.
9. Performs analysis of preventive maintenance records, work request/projects and provide report on findings
10. Troubleshoots and repairs electronic equipment.
11. Monitors the state of the buildings for any structural damage.
12. Assists in alerting staff about the safety risk to self and equipment.
13. Alerts management to perimeter breaches or potential breaches.
14. Acts as Project Officer on building, electrical and other maintenance projects.
15. Provides leadership, training and 'hands-on' support in the performance/execution of the basic maintenance crafts.
16. Represents the supervisor at meetings, when necessary, and ensures that all technical work is carried out during his/her absence.
17. Assists in the maintenance of all tools and equipment pertaining to basic maintenance craft.
18. Participates in conducting site visits for contractual works.
19. Assists in the provision of job estimates, when requested, participates in budget preparation for the Maintenance Department.
20. Collaborates with the Supervisor to evaluate the performance of maintenance assistants and recommends appropriate programmes for their development.
21. Manages the equipment inventory for Maintenance & keep records on trouble shooting and scheduled maintenance.
22. Performs other related duties as necessary.

Continue on additional page if necessary….

Description and Classification approval

Signature	_____	**Date**	__24/06/2024__
Title	**/f/ Executive Director - CARPHA**		

PART B		
KEY BEHAVIOURAL COMPETENCIES **List and describe, in order of priority, essential competencies to perform the job**		
5	Leadership and Managing Public Health Organization and Practice	1. Practices good communication internally and externally and actively participates in organizational development. 2. Works as part of a team, supports colleagues in the achievement of the organization objectives. 3. Understands project management techniques and adheres to the Standard Operating principles governing the monitoring of projects. 4. Supports knowledge transfer activities and results-based activities. 5. Understands the importance of partnerships such as regional advocacy networks, laboratory networks, and communities of practice with key sectors. 6. Understands the importance of business-process re-engineering for public health, including incorporating Health and other health technologies to improve organizational efficiency and public health effectiveness. 7. Practices continuous improvement.
	Communications for Public Health	1. Understands the importance of the role health information plays in the region. 2. Understands the importance that epidemiological evidence plays in supporting the spectrum of public health actors within and among CARPHA member states, and among global actors to strengthen and support local, regional and global responses to public health risks, threats, and events. 3. Supports others in the effective communication with the local, regional and global media, including the use of social media networks.
	Evidence-Based Policy and Planning, Regulation and Control	1. Understands and supports others in producing evidence and its integration into the public health policymaking, towards achieving equity in health and health for all, including vulnerable groups. 2. Understands the role of quantitative and qualitative research methodologies. 3. Understands the need for application of methods such as the Halon Method of prioritization. 4. Supports the implementation of health information systems, including critical components such as public health surveillance and control systems to address new, emerging and re-emerging diseases and public threats. 5. Supports others in the application and conduct of health-scenarios planning, including the incorporation of impact assessment of bilateral and multilateral agreements, to public health decision-making. 6. Supports others in the application of strategic planning methods and the development and execution of strategic plans. 7. Supports others in the conduct of impact-evaluation of population-level intervention and health service performance.
	Public Health Emergency Preparedness, Mitigation, and Response	1. Supports responder to public health emergencies, assists in the preparedness of plans, including the use of best-practice tools to conduct hazard and vulnerability assessments, mitigation and continuity of business planning. 2. Provides support during public health emergencies, including to emergency operations centres, incident command and control and emergency management teams. 3. Understands the importance of multisectoral response to public health emergencies, including coordination with regional and international aid agencies for resource mobilization.
	Caribbean Context and Small-Island Developing States	1. Supports others in the implementation of population-based, health security interventions reflective of public health considerations of small-island developing states (SIDS). 2. Understands the importance of best-practice interventions targeting the social determinants of health in the Caribbean context. 3. Supports others in the implementation of cultural approaches to public health in the Caribbean.
	Health Economics and Public Health Financing	1. Supports others in the development of programmatic and organizational budgets. 2. Ensures adherence to programmes within current and forecasted budget constraints. 3. Practices cost-effectiveness, cost benefit, and cost-utility in day to day operations. 4. Understands the importance of mobilizing funds from international and global health programs, and mobilization of funds through novel financing mechanisms such as social/health impact bonds to improve public health.

6 | **Technical Expertise** *(List and describe, in order of priority, the abilities required to perform the job).*

In-depth knowledge of maintenance crafts, including electrical installation, carpentry, grounds maintenance, plumbing, etc.
Good knowledge of work scheduling systems.
Knowledge of preventive maintenance principles and practices.
Good knowledge of mechanical repair.
Excellent interpersonal and communication skills.
Ability to read and interpret guides for laboratory safety.

Technical Expertise *(Continuation)*

Ability to perform basic electrical installation.
Ability to perform basic plumbing repairs.
Ability to perform basic carpentry repairs.
Ability to lift heavy equipment using safe techniques.
Ability to demonstrate a reliable, service-oriented approach and high sense of responsibility.
Demonstrated leadership skills including ability to motivate others and build an effective team.

7   Education (Qualifications)

Secondary School Education with Certificate in Electrical Installation and/or other maintenance craft, e.g., plumbing and carpentry.

8   Experience

At least five (5) years' experience in maintenance work with supervisory responsibilities.

9   Languages

Excellent knowledge of English.

10   IT Skills

Demonstrated ability to effectively use a computer and utilize software programs such as Microsoft Office Word, Excel, PowerPoint, Outlook, and Microsoft Project.

Demonstrated ability to use web conferencing platforms such as Zoom, WebEx, GoTo Meetings, Microsoft Teams, etc.