



## VACANCY NOTICE

Applications are invited from suitably qualified persons to fill the position of **Senior Maintenance Supervisor**, Water & Sewerage Company Inc. (WASCO).

### **Position Summary**

The Senior Maintenance Supervisor will be responsible for ensuring that all of WASCO'S vehicles and equipment, remain in optimal working condition, and to further ensure that all WASCO'S buildings, structures and installations are well maintained.

### **Main Duties and Responsibilities**

- Manage the servicing and maintenance of the company's equipment and vehicles.
- Responsible for the maintenance of all WASCO installations, and sites.
- Accurate report keeping on vehicles and equipment.
- Respond promptly to vehicle accidents/breakdowns.
- Assign equipment to departments upon request.
- Delegate duties to the human resource within the department.
- Prepare payment vouchers for temporary workers and contractors within the department, (Building Maintenance, Grounds Maintenance, Welding Shop, Garage, Security, Equipment Users) any other areas that become necessary.
- Evaluates systems or facilities to determine maintenance or repairs that need to be performed
- Responsible for supervision of all drivers, porters, mechanics, maintenance crew and welders.
- Attend to maintenance problems whenever the need arises.
- Prepare servicing schedule for all WASCO'S vehicles, equipment and generators.
- Prepare inspection, service and maintenance schedules for all WASCO'S buildings and grounds.
- Assist in the preparation of all reports, as well as the annual budget for the department.
- Assist in the preparation of the annual work plan for the department.
- Assist with the fabrication of different components as required.
- Assist with data entry for the department for preparation and submission of weekly/monthly management reports.

## **Job Requirements**

### **Qualifications and Experience**

- Bachelor's Degree in Mechanical Engineering or a closely related field.
- A minimum of five (5) years' experience in the maintenance field of which two (2) should be at a supervisory level.
- Experience and knowledge in welding, diesel and motor vehicle mechanics.

### **Knowledge, Skills and Abilities**

- Excellent oral and written communication skills
- Excellent interpersonal skills
- Excellent Resource and Project Management skills
- Extensive knowledge of building systems such as plumbing, electrical, and HVAC
- Familiarity with relevant health and safety standards and regulations
- Excellent analytical and problem-solving skills
- Ability to identify issues and determine the repairs that are needed
- Ability to plan maintenance schedules for building systems
- Strong knowledge of building trades, cleaning procedures and maintenance
- Excellent management and supervisory skills
- Proficient with Microsoft Office Suite or similar software
- Excellent attention to detail
- Ability to maintain accurate records
- Ability to meet deadlines
- Ability to adapt to a dynamic work environment
- Excellent reporting and team-building skills
- Strong decision-making
- Proactive and ability to take initiative

The deadline for submission of applications is **18<sup>th</sup> August 2023** and should be addressed to:

Human Resource Manager  
Water and Sewerage Company Inc  
L'Anse Road  
P.O. Box 1481  
Castries

***NB: Applications may also be submitted via email to [hr@wascosaintlucia.com](mailto:hr@wascosaintlucia.com). Unsuitable candidates will not be acknowledged. Candidates meeting the minimum qualifications and experience may not be considered for an interview. Only the candidates with the best qualifications and experience will be shortlisted for interview. We thank you for your interest in joining the Water and Sewerage Company Inc. (WASCO).***