



## JOB DESCRIPTION

<b>POSITION TITLE:</b>	<b>Maintenance Supervisor (HVAC, Plumbing and Fire Protection)</b>
<b>JOB REFERENCE:</b>	ATOL/MSHP 2023/07
<b>REPORTS TO:</b>	Maintenance Lead
<b>SECTION:</b>	HVAC, Plumbing and Fire Protection
<b>DEPARTMENT:</b>	Technical & Maintenance

### JOB SUMMARY

Responsible for the Operation and Maintenance of HVAC systems, Plumbing Systems and all Fire Protection Services. The Maintenance Supervisor in conjunction with his/her team of Senior Maintenance Technicians and Maintenance Technicians shall operate the Plant and Machinery in line with Airport operation. He/She shall modify the plant operating schedules as needed, plan maintenance works and ensure down times are minimal and plant operates at optimum efficiency.

### PRINCIPAL ACCOUNTABILITIES

- Organise daily work activities of a pool of Senior Maintenance Technicians, Maintenance Technicians and General Maintenance Worker and assign daily tasks as planned.
- Prepare roster plan for 24/7 airport operations
- Prepare schedules for on-site checks on running plant and machinery
- Supervise Plant and Machinery Operations
- Operate Plant and Machinery (Chilled water production Plant, Cooling Towers, AHUs, Ventilation systems, Potable Water Systems, Raw Water systems, Storm Water Evacuation systems, Fluids' networks and valves, DX systems, Sprinkler systems, Hydrants systems, Smoke Extraction systems) as per schedules and at peak efficiency to minimise energy bills.
- Prepare bill of materials and propose input to technical specifications
- Close Work Orders
- Supervise plant overhauls and ensure plant is operating at peak efficiency so as to minimise energy cost.
- Check Troubleshooting procedures and update as may be needed
- Execute approved Maintenance plans as per approved schedules
- Conduct conditioned based maintenance on a regular basis as required
- Be responsible for safe equipment isolation to prevent injuries
- Prepare drawing and sketches and discuss with engineers or Team Leader to obtain approval
- Implement contingency plans in case of break downs so as to minimise downtimes
- Conduct site measurements of plants and equipment and propose amendments to drawings and other P&IDs or schematics.
- Execute installations as per approved drawings and set out site requirements
- Be responsible for quality control on site of works

## PRINCIPAL ACCOUNTABILITIES

- Review and implement new manual or procedures as per new Service bulletins.
- Deliver training to Senior Maintenance Technicians and Maintenance Technicians
- Act as a liaison person with internal and external stakeholders
- Liaise with external stakeholders for access their premises to perform maintenance, eg airline offices. Be responsible for proper cleaning and handing over of stakeholders premises after intervention.
- Liaise with suppliers to check calibration values are within prescribed service bulletins
- Identify risk and hazards and advise Maintenance Lead on mitigation measures
- Responsible for all safety procedures, identify hazards and implement risk mitigation measures
- Manage and order spares through Maintenance Lead
- Keep records of overtime, down time on machinery and machine running hours

## PERSON SPECIFICATION

### Knowledge:

- School Certificate or GCE O Level or equivalent
- Technician Diploma or National Diploma Level 6 in relevant field or equivalent acceptable qualification
- At least 5 years' experience in a supervisory role in the construction/ design/ operation/ maintenance field for complex building hosting public
- Fully computer literate and well versed in MS office packages (word, excel, powerpoint, outlook, etc.)
- Must have a valid driver's licence and maintain an acceptable, safe driving record.
- Experience reading and understanding engineering drawings, blueprints, schematics, and specifications

### Skills:

- Fast learner to be able to quickly grasp new concepts/processes
- Must be a good team player with an impeccable honesty and integrity
- Must be able to manage various stakeholder requirements within agreed timeframes and able to collaborate with various stakeholders at a time
- Must be well organized and have structured planning skills.
- Must have an eye for detail.
- Must maintain a high level of professional appearance and conduct

### Attitude:

- Ability to work on a shift system and during odd hours
- Must have a "can do" attitude and willing to go the extra mile to make things happen

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**OTHER INFORMATION**

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**How to apply?**

If you believe you have the right profile and can take up the challenge, please send the following documents by registered post **not later than 17 February 2023 at 15h30** local Mauritius time.

1. Motivation letter
2. Full resume/ CV
3. A photocopy of National Identity Card
4. Copies of educational certificates with letters of equivalences from the MQA as applicable.

**Applications should be addressed to:**

Human Resources Department  
Airport Terminal Operations Ltd (ATOL)  
Passenger Terminal Building  
SSR International Airport  
Plaine Magnien  
Mauritius

**Notes:**

- Successful candidates will initially be employed on contract basis for a period of one year with the possibility of permanent employment thereafter based on satisfactory performance.
- Job references should be specified on the envelope and your motivation letter.
- Only the best qualified candidates will be called for the interview.
- Applications received after the closing date will not be considered.
- Canvassing in any form will entail disqualification from the selection process.
- Prior to appointment, successful candidates will be required to undergo a full medical examination to assess their suitability and will also be required to submit a certificate of character as per the Company Policy.
- Applicants should be of Mauritian Nationals.

ATOL reserves the right not to make any appointment following this advertisement without incurring any liability towards any applicant.

***An Equal Opportunity Employer***