



JOB DESCRIPTION

POSITION TITLE:	General Maintenance Worker (Building)
JOB REFERENCE:	ATOL/GMW 2023/13
REPORTS TO:	Maintenance Lead
SECTION:	Electromechanical, Building and Stores
DEPARTMENT:	Technical & Maintenance

JOB SUMMARY

Perform installations and assist technical team in the installation, testing, operation, maintenance and repair of equipment and plants whilst adhering to prescribed technical instructions and work methods to required standards.

PRINCIPAL ACCOUNTABILITIES

- To carry out installations, routine maintenance schedules and regular checks on plants and equipment.
- To assist superior for the execution of works/tasks to be performed
- To monitor equipment status are up to required standards and report/intervene on deviations as instructed
- To assist superior in maintenance requirement
- To perform regular checks on plants, equipment and vehicles and ensure compliance
- Ensure equipment are safely shut down/locked during interventions and cyclone period including resuming aftermath
- To coordinate with the CCO/stakeholders regarding issues for electromechanical equipment
- To monitor the work being undertaken by subcontractors taking necessary remedial actions to ensure full compliance with all relevant standards.
- To report on works being assigned to escort/supervise with subcontractors
- To assist in defining and submitting the need for maintenance contracts improvement.
- To report to and update superior on tasks assigned.
- To monitor the status of Work orders on CMMS
- To assist with team for availability and contingency status of equipment as per KPI set
- To assist to modify and update SOPs for troubleshooting should the need arise
- To control equipment regularly and define the spare parts requirements with team and superior.
- To verify status and availability of tools, parts, additional equipment required to perform tasks to required standards
- To provide feedback to the person who reported the breakdown/luggage or issue with building
- To safe keep and up keep tools and equipment.
- To keep records and documents as required

PRINCIPAL ACCOUNTABILITIES

- To assist for updating all records on the Computerized Maintenance Management System as required.
- To report to superior on modifications of equipment subject to approval, to the plans and SOPs as required
- To ensure that all works assigned and executed comply to required security, safety and health standards
- Drive company vehicle to attend site of work and faults. To operate equipment under team to perform required tasks if required

PERSON SPECIFICATION

Knowledge:

- Trade Certificate from a recognised institution in the field of Civil Works/ Mechanical
- At least one year's experience in the trade
- Computer literate
- Must have a valid driver's licence and maintain an acceptable, safe driving record.
- Experience reading and understanding basic engineering drawings, schematics, and specifications

Skills:

- Fast learner to be able to quickly grasp new concepts/processes
- Able to collaborate with various stakeholders at a time
- Must be a good team player with an impeccable honesty and integrity
- Must be able to manage various customer requirements within agreed timeframes
- 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
- Ability to work at height

Attitude:

- Have the ability and willingness to work within tight deadlines and odd hours including week-ends and public holidays
- Well-groomed and polite attitude towards stakeholders
- Must have a can do attitude and willing to go the extra mile to make things happen

OTHER INFORMATION

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