

Tuvalu Fisheries Authority – Job Description



Position Title:	Maintenance Officer/Technician	
Level and Salary:	5	\$16,393 to \$21,537
Employer and Section:	Tuvalu Fisheries Authority	Corporate Services
Location:	Funafuti	
Reports to:	Deputy Director (Corporate Services)	
Supervises:	Assistant Maintenance Officer & casual labour when recruited	

Position summary:

The Fisheries Authority has a main office building, workshop and hatchery at the Fisheries compound at Teone and is developing new facilities. The Maintenance Officer is responsible for basic repair and maintenance of the office buildings, grounds, equipment and other small jobs that may be required from time to time.

Larger repair jobs may require additional casual staff or be tendered to the private sector. The holder of the post will be responsible supervising and checking these works. The Maintenance team will have tools and equipment to carryout maintenance works and the officer is responsible for looking after these.

Main responsibilities:

1. The Fisheries Maintenance Technician is responsible for basic repair and maintenance of the office buildings (which includes all the buildings in the Fisheries Compound at Teone), grounds, furniture, equipment and other small jobs that may be required from time to time.
2. Responsible for planning costing and supervising any repair job related to the Fisheries buildings from time to time.

Main duties:

- Maintain the Fisheries buildings and its environment in a safe, clean and secure condition
- Liaise regularly with management and implement a maintenance plan agreed with your Immediate Supervisor
- Repair plumbing appliances
- Ensure that all office appliances are not only properly fixed, but functioning very well at all times
- Schedule complete regular maintenance, servicing and repair of the buildings and equipment in connection with these duties.
- Ensure that any major maintenance activities are planned well in advance and budgeted for.
- Order equipment and parts through the administration for the continued operations as approved by the Department.
- Install and regularly check equipment for fire safety (alarms, extinguishers) and conduct periodic fire safety drills
- Report any major repairs or maintenance as required to your Immediate Supervisors from time to time.
- Work in conjunction with PWD and any selected company when it comes to major renovation activity with the Fisheries compound

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- Beautify the surrounding of office (landscaping)
- Work with the Administration to ensure spending is within budget
- Any other related duties as directed by supervisor.

Person Specifications:

Essential minimum requirements:

Qualifications/experience

- Completed technical training in building, carpentry, plumbing or electrical work
- Good knowledge of carpentry
- Must have some knowledge of plumbing
- Good knowledge of electrical and airconditioning work
- Have a positive attitude to work
- Ability to follow instructions
- Good time management
- Have good human relations
- Have working experience of more than 5 years in maintenance of buildings and equipment

It is expected that officers recognise the cross-cutting nature of gender issues; the roles and responsibilities in this job description should be performed by taking into account a sector integration of gender perspectives.