

JOB DESCRIPTION

POSITION IDENTIFICATION		FUNCTIONAL RELATIONSHIPS	
Job Title:	Maintenance Tradesman I	Direct Reports:	Nil
Reports to:	Maintenance Supervisor - Civil	Internal Contacts:	SLASPA Employees
Department:	Facilities Management	External Contacts:	Stakeholders
Classification:	Grade 8	Revised:	July 2024

JOB SUMMARY:

The job holder is required to perform maintenance work on timber and masonry structures, roofs, doors and hardware, plumbing lines and fixtures; assist in the upkeep of berths and hardware; assists in the maintenance of pavements; undertakes construction of minor structures/units.; performs painting and tiling at the Authority's facilities.

DUTIES AND RESPONSIBILITIES

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1. Installs timber fixtures with all necessary ironmongery;
 2. Conducts maintenance works at roofs of the Authority's buildings;
 3. Conducts daily maintenance inspections of building, port & berthing structures, pavements and wharves and report faults or deficiencies to Supervisor for further action;
 4. Performs basic to moderate carpentry, plumbing, tiling, roofing, painting, and masonry works as per maintenance schedule or as necessary in keeping with minimum work standards established by the Civil Section;
 5. Assists in executing repairs to asphalt and concrete pavements;
 6. Assist in the quantifying and advising on materials for procurement in order to undertake maintenance work;
 7. Provides maintenance support and monitor contracted civil works on behalf of the Authority to ensure highest product quality and workmanship and report any questionable observations to Supervisor.
 8. Provides Technical advice and assistance to speedily resolve maintenance issues;
 9. Assists in keeping inventory of tools, materials and equipment;
 10. Completes work orders generated from Facilities Management Systems (FMS) as per work schedule and as required by Supervisor.
 11. Performs any other relevant duties as assigned by the Supervisor from time to time.

QUALIFICATIONS

- Certificate in Building Trades/Building Maintenance plus one (1) year relevant working experience OR;
- Five (5) O' Levels including English, Mathematics/Equivalent plus two (2) years relevant working experience

KNOWLEDGE, SKILLS AND ABILITIES

- Demonstrates a high level of confidentiality, competency and professionalism at all times
- Knowledge of construction and building maintenance.
- Versed in reading CAD drawings.
- Excellent interpersonal, communication skills.
- Advanced knowledge of and proficiency in MS Office Suite.
- Sound problem-solving skills.
- Excellent time management and organizational skills.
- Excellent writing skills.
- Active listening skills.
- Function within a team environment.
- Ability to be flexible with work assignments.
- Ability to use one's initiative and be proactive.
- Ability to stimulate and manage change and develop strong teams.

SIGNATURE

I confirm that the requirements of this job description were discussed with me and I understand what is expected of me.

Employee's Name : _____

Employee's Signature : _____

Date : _____