

JOB DESCRIPTION

POSITION IDENTIFICATION		FUNCTIONAL RELATIONSHIPS	
Job Title:	Workshop Assistant – Civil	Direct Reports:	Nil
Reports to:	Technical Superintendent – Port Equipment (Maintenance)	Internal Contacts:	All Employees
Department:	Engineering	External Contacts:	Stakeholders
Classification	Grade 8	Revised	June 26, 2024

JOB SUMMARY

The job holder is required to support the day to day operation of the workshop by assisting with the various tasks such as, preparing materials, maintaining equipment, organizing the workspace and helping with instructional activities.

DUTIES AND RESPONSIBILITIES

- The individual will be required to maintain the grounds of the facility by use of the following:
 - Cutlass
 - String Cutter
 - Lawn Mower/ Weedeater
 - Knapsack Sprayer
- Assists with the collection of garbage and Litter pick-up.
- Maintains the upkeep of plants within the building.
- Assists in the maintenance of the sanitary system.
- Assists in maintenance of the buildings.
- Parks trolleys in the Arrivals hall before operations.
- Performs any other related duties as assigned by the Supervisor from time to time.

QUALIFICATIONS

- Four (4) O' Levels including English and Mathematics (General I, II & III) plus two (2) years relevant working experience

KNOWLEGES, SKILLS AND ABILITIES

- Demonstrates a high level of confidentiality, competency and professionalism at all times.
- Functions within a team environment.
- Excellent interpersonal and communication skills.
- Sound problem-solving skills.
- Excellent time management and organizational skills.

- Active listening skills and attention detail
- Ability to work under pressure and at short notice
- Ability to be flexible with work assignments.
- Ability to use one's initiative and be proactive.

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 : _____