

GUYANA WATER INC.

JOB DESCRIPTION

Job Number:

Job Title:	Maintenance Supervisor
Department:	Operations (Georgetown)
Reports To:	Assistant Divisional Manager
Supervises:	Fitters, Electricians, Labourers
Purpose:	To ensure that all maintenance of mechanical and electrical plant, equipment and GWI's facilities are completed properly and efficiently and that his staff provide the service required by other departments in the fulfillment of their functions.

Main Duties and Responsibilities:

Maintenance of Plant Equipment:

1. To provide continuous supervision of the workforce employed in the maintenance crew including setting work priorities, assigning work, establishing and using a work order system, organizing and checking the progress and completion of the crew's assigned work, and keeping records.
2. To supervise the servicing and repairs to water production machines, equipment and facilities to ensure the quantity of water produced meet planned target.
3. To supervise routine, planned preventative, and emergency maintenance activities ensuring effective completion in accordance with specifications.
4. To coordinate the release of plant equipment and maintenance personnel to execute jobs outside of Region 4-Georgetown.
5. To monitor the use of fuel (diesel and gasoline) by plant equipment and to make timely order for the replenishing of fuel tanks.
6. To ensure that all plant equipment and vehicles are in safe working order through the timely reporting of all faults on the equipment to the Region Manager or his Assistant.

7. To plan and execute well extraction and installation at well stations within the Region.
8. To check all plant equipment with the security on a daily basis ensuring a proper handover of plant equipment to the security service.

Well and Facility Maintenance:

1. To supervise the maintenance of the lawns and the general compound of Shelterbelt and all treatment plants and well stations within the Region.
2. To assist in transporting maintenance team to work stations within the Region.
3. To support the Senior Clerk in the activities of the Regional Stores.
4. To investigate customers' complaints of inadequate supply of water and ensure corrective action is taken.

Other:

1. To requisition supplies of materials (including chemicals, pipes fittings, spares etc) tools, and stationery to facilitate the work of subordinate staff. Ensures that adequate records are maintained to monitor usage.
2. To supervise the use of chemicals in the disinfection or shock treatment of well and related infrastructure.
3. To manage and assign staff to various task to ensure that the work of the section is completed, keeping time sheet for workers, completing periodic review of workers performance, monitor overtime and allowances, write commendation letters to employees and for employees files when merited or necessary.
4. Prepare and submit **weekly reports** on jobs executed within the Region.
5. To ensure compliance with the Occupational Safety and Health standards.
6. To prepare and submit operational and other reports as may be required from time to time.

7. To perform other related duties which are consistent with the purpose and level of the post.

Qualification and Experience

Candidate should possess:

A Diploma or equivalent in Civil, Mechanical or Electrical Engineering or a related discipline plus at least five(5) years experience in industrial engineering with at least two (2) years at the supervisory level.

Candidate must also possess:

- Knowledge of the operation and maintenance of pumps, motors, automatic control systems, and pipe networks.
- Ability to prepare clear and concise reports.
- Good communication skills, both oral and written.