



**Ministry of Industry
Investment & Commerce**

Jamaica's **Business** Ministry

BSJ Bureau of
Standards
Jamaica

The Bureau of Standards Jamaica, An Agency of the Ministry of Industry Investment & Commerce, is seeking to identify suitable candidates to fill the following position:

Maintenance Technician - (Level 4)
Office and Facilities Management Branch
Pay Scale: \$2,943,960, - \$3,959,299

Summary of Position:

The incumbent is responsible for performing advanced maintenance and repair tasks across various systems and infrastructure within BSJ facilities. Duties include building inspections, inventory monitoring and scheduling repairs (plumbing, carpentry, electrical and HVAC systems) for the BSJ in order to support its core activities within a safe and functional environment. This role aims to ensure the safety, efficiency, and longevity of BSJ's properties by addressing minor repairs in a timely and cost-effective manner.

Major Duties and Responsibilities:

- Conduct plumbing, carpentry electrical and HVAC maintenance (repairs and installations) across BSJ facilities in order to ensure their reliability.
- Inspect, diagnose, and resolve fault issues promptly to maintain a safe and functional environment.
- Ensure structural integrity and safety in maintenance-related tasks.
- Conduct periodic inspection and quality checks of facilities in order to guarantee functionality of the systems.
- Assist Property Officer with periodic quality checks on equipment and systems in keeping with international standards.
- Perform general maintenance tasks including landscaping and painting to ensure that BSJ's
- indoor and outdoor spaces are clean, well-kept, and visually appealing.
- Respond promptly to maintenance requests and work orders registered from different divisions across the BSJ.
- Prioritize and plan maintenance tasks efficiently to optimize resource allocation.
- Assess the urgency and impact of maintenance needs to minimize disruptions across BSJ facilities.
- Ensure compliance with safety regulations and guidelines in all maintenance activities.
- Promote and maintain a safe working environment for all staff and stakeholders.

- Maintain accurate and up-to-date records of all maintenance activities conducted across BSJ facilities.
- Document repairs, inspections, and maintenance procedures for reference and compliance purposes.
- Communicate effectively with team members and stakeholders regarding maintenance activities, progress, and potential issues.
- Provide technical and administrative support to Property Officer and other relevant stakeholders in the development of projects relevant to the OFMB.
- Collaborate with colleagues to coordinate maintenance efforts and provide updates on project status.
- Undertake any other reasonable duties commensurate with your job title, as may be determined by the Property Officer or Branch Manager.

Unusual requirements/working conditions:

The position, due to its nature, may require:

- work beyond scheduled hours of work to meet important deadlines.
- Long travels to different locations across the island
- lifting and positioning large and/or heavy objects, including equipment, fixtures and samples
- exposure to various weather conditions and physical labour.

Minimum Educational Requirements:

- Diploma in Draughting & Building Technology/Construction (or related field) or Associate Degree in Construction/Engineering
- Computer literate

Experience:

- Upwards of two (2) years' experience in construction/engineering as a maintenance technician or in a similar role

Knowledge, Skills and abilities:

- Advanced knowledge and skills in plumbing, electrical systems, HVAC, carpentry, painting, and landscaping.
- Ability to meet stipulated deadlines.
- Strong problem-solving skills.
- Effective communication skills.
- Basic computer skills for record-keeping.

Applications must be submitted no later than
30 October 2026 at 4:00 p.m. by email to:
Manager, Human Resource Management & Development
Bureau of Standards Jamaica
6 Winchester Road
Kingston 10
Email: HRMD@bsj.org.jm