

# **SOUTH EAST REGIONAL HEALTH AUTHORITY**

## **JOB SPECIFICATION & DESCRIPTION**

**JOB TITLE:** Maintenance Manager  
**DIVISION:** Operations and Maintenance  
**DEPARTMENT:** Maintenance

### **JOB SUMMARY**

- 1) Responsible to the Director of Operations and Maintenance for managing the process of delivering Maintenance services to the various health care facilities in the SERHA. This will involve:
    - Being a team member for the development and implementation of strategies and programmes for providing Preventive and Corrective Maintenance to plants throughout the Region.
    - Fleet management activities for all vehicles assigned to the SERHA
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### **SPECIFIC KNOWLEDGE REQUIRED:**

- Working knowledge of building and equipment maintenance
- Aptitude in use of word processing and spreadsheet applications.

### **QUALIFICATIONS AND EXPERIENCE**

- First Degree in Mechanical Engineering

#### **PLUS**

- At least 3 years' experience at a middle management level as head of a maintenance department

### **REQUIRED SKILLS AND SPECIALISED TECHNIQUES**

- Sound planning skills.
- Exposure to maintenance management and other relevant software.
- Well developed troubleshooting, analytical and problem-solving skills.
- Excellent time management skills.

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- Excellent negotiating skills.
  - Well developed human relations skills.
  - Ability to communicate effectively both orally and in writing.
  - Ability to provide professional and effective leadership.
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**SPECIAL CONDITIONS ASSOCIATED WITH THE JOB:**

- Numerous critical deadlines.
  - Long work hours to meet critical operational and administrative deadlines
  - Required to travel frequently to rural areas.
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**REPORTING RELATIONSHIPS**

**REPORTS TO:**

Director of Operations and Maintenance

**SUPERVISION GIVEN TO:**

**(a) Directly**

Fleet Supervisor  
Facilities Supervisor

**Nature of Supervision**

**(b) Indirectly**

All other maintenance staff

Provides advice and direction where necessary.

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**Liaises With:**

**SOUTH EAST REGIONAL HEALTH AUTHORITY**

**JOB SPECIFICATION & DESCRIPTION**

<b>Internally</b>	<b>Externally</b>
Quality Assurance Manager	Ministry of Works
	Ministry of Health

**JOB DESCRIPTION**

**Responsibilities and Duties:**

1. Works with the Director of Operations and Maintenance on the development of policies, goals and strategies for the Maintenance activities of the SERHA.
2. Responsible for the management of the maintenance function within Regional Health Authority.
3. Ensures the sound implementation of approved projects.
4. Develops and implements systems for the effective maintenance of the SERHA's fleet of vehicles.
5. Develops and implements systems for maintaining plant and equipment for the SERHA's facilities.

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**AUTHORITY TO:**

- Subcontract services to facilitate efficient
  - Approve payments (within budgeted figures) for work satisfactorily conducted.
  - Stop payments for contracts which have not been satisfactorily done.
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**PERFORMANCE CRITERIA:**

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This job is satisfactorily performed when:

- Plant and equipment at health care facilities within the region operate with minimum down time to facilitate efficient delivery of health care services throughout the authority.
  - Based on the analysis provided by the Quality Assurance Manger, services to the region,(internal and external customer feedback) meet agreed department objectives.
  - Expenditures remain within the function's budget and there is overall efficiency of operations within the function and across interfaces with other functions within the Authority.
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