

## Human Resource and Talent Management Section



**University of Seychelles**

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**Campus:** Anse Royale and Mont Fleuri

<b>FACILITIES UNIT</b>	
<b>Post title:</b>	Maintenance Technician
<b>Reports to:</b>	Senior Supervisor – Property Management and Development
<b>Academic qualification:</b>	<ul style="list-style-type: none"> <li>• Post-Secondary Certificate in General Maintenance OR</li> <li>• Approved Apprenticeship and other technical training</li> </ul>
<b>Professional experience:</b>	<ul style="list-style-type: none"> <li>• At least two years' proven on-hands experience in working in general maintenance</li> <li>• On-hand experience in construction/plumbing and/or carpentry work experience is an advantage</li> <li>• Valid Class 2 and 5 drivers' license is an advantage</li> <li>• Electrical and air-conditioning experience and training is desirable</li> </ul>
<b>Additional Criteria (Skills &amp; knowledge)</b>	<ul style="list-style-type: none"> <li>• Ability to work with little supervision and maintain a high level of performance</li> <li>• Ability to pay attention to detail</li> <li>• Strong organizational and follow up skills.</li> <li>• Skilled in the use of hand and power tools</li> <li>• Good physical condition and strength with the ability to work in awkward spaces and outside working hours</li> <li>• Customer-oriented and friendly</li> <li>• Working quickly without compromising quality</li> <li>• Ability to follow instructions and willing to help with various tasks, as needed</li> <li>• Ability to work shift or outside the normal working hours as and when required</li> <li>• Responsible and trustworthy</li> <li>• Ability to work within the budget and avoid wastage</li> <li>• Ability to work individually or as part of a team</li> <li>• Able to take initiative, for example in recycling items</li> <li>• Commitment to high aesthetic standards of grounds and buildings</li> <li>• Commitment to upholding health and safety standards</li> </ul>

## **Job Purpose**

The post holder is required to perform routine maintenance tasks and other jobs at UniSey location or facility in accordance with the Institution's quality and customer service standards.

Under general supervision, the post-holder will perform a variety of maintenance duties which includes plumbing, masonry, carpentry, minor electrical and air-conditioning servicing and construction in the maintenance and repair of university facilities.

<b>Main Duties and Responsibilities</b>
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1. Performs a variety of interior and exterior general maintenance work in around university facilities
2. Performs a variety of tasks in the operations, maintenance, preventative maintenance, repair, installation and construction at the university, in addition to plumbing-related tasks such as air-conditioning servicing and minor electrical work
3. Cleans equipment, work area and workshop
4. Takes measurements and calculate the size and amount of material needed without wastage
5. Performs maintenance, troubleshooting, repairs and/or upgrading, and testing of equipment and fixtures
6. Notifies Line Manager of any damages of university properties that needs repairs
7. Adheres strictly to rules regarding health and safety and any other university-related practices
8. Promotes continuous improvement of workplace safety and environmental practices
9. Works closely with Facilities management to procure the required quality and standard tools, equipment and accessories
10. Provides excellent service to all UniSey staff

## **Other Duties**

1. Undertakes other related duties identified from time to time as assigned by Facilities management including the relief of the driver

## **Professional Development**

1. Responsible for continuing self-initiated professional development
2. Participates in University staff development initiatives
3. Attends training programmes as identified and agreed for appropriate development
4. Engages in professional development activities as required

## **Expectations of all staff**

### **Professional standards**

All staff employed by the University are expected to exhibit high professional standards which promote and demonstrate the University's core values of Excellence, People Focused, Partnership Working, Fairness and Integrity.

### **Equal opportunities**

All staff are expected to understand and enact the University's commitment to ensuring equality and diversity in all activities.

### **Dignity at work**

Every member of staff has a responsibility to ensure colleagues are treated with dignity and respect.

The University is committed to creating a work environment for all staff that is free from harassment, intimidation and any other forms of bullying at work, where everyone is treated with dignity, respect and professional courtesy.

**Health and Safety**

The arrangements for meeting the University's health and safety objectives are contained in the UniSey's Health and Safety Policy. This includes the responsibilities of key staff and procedures covering the main activities of the University. All staff are expected to take reasonable care of themselves and those that may be affected by their actions.

**Dress code**

The University does not operate a formal dress code for its employees, other than for those who are provided with uniform and/or protective clothing. However, employees must ensure that their dress is professional, reasonably smart and appropriate for the situation in which they are working. All staff should ensure that they present a professional image and one that reflects sensitivity to customer perceptions. This may reflect their ethnicity and lifestyle, but should not be provocative or cause offence to those with whom they have contact.

<b>Staff Full Name:</b>	<b>Signature:</b>	<b>Date:</b>
<b>Line Manager Full Name:</b>	<b>Signature:</b>	<b>Date:</b>