

Job Title: Maintenance Engineer I

Division: Maintenance

General Responsibilities

Under the control of the Maintenance Engineer 11, the incumbent will execute the following duties:

1. Oversee a preventative maintenance system for all machines, equipment and utilities services.
2. Directly responsible for managing the Maintenance stores. This includes procurement of stocks/equipment/spares.
3. Assist in planning and executing all electrical, mechanical, electronic and civil works for the Bank of Guyana.
4. Assist in the day to day administration of the Maintenance Division.
5. Assist in coordinating and managing special projects such as alterations to the premises, undertaking new construction and installation of new equipment.
6. Assist in managing the utilities generation, distribution and utilization system.
7. Assist in coordinating the salvage operations, overseeing the waste disposal and janitorial services.
8. Assist in the upkeep of the general appearance of the Bank's premises and ensure that a safe, clean and healthy working environment prevails.
9. Assist in preparing and executing training programs for Maintenance staff.
10. Any other duties that may be assigned from time by the Maintenance Engineer 11 and/or Senior Management.

Job Specification:

- (1) A first degree in any of the following disciplines and two years experience.
 - (a) Electrical Engineering
 - (b) Mechanical Engineering
 - (c) Civil Engineering
 - (d) Electronic Engineering

- (2) A diploma in any one of the above disciplines and four years Experience.

Human Resources Department

December 5, 2007