



MINISTRY OF LOCAL GOVERNMENT & RURAL DEVELOPEMENT  
LOCAL AUTHORITY  
JOB DESCRIPTION AND SPECIFICATION

JOB TITLE:	Maintenance Officer
JOB GRADE:	SOG/ST 4
POST NUMBER	
BRANCH:	Engineering and Technical Services
SECTION:	Civil Works and Infrastructure
REPORTS TO:	Assistant Superintendent
MANAGES:	

This document is validated as an accurate and true description of the job as signified below

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Employee

\_\_\_\_\_

Date

\_\_\_\_\_

Head of Department/Division

\_\_\_\_\_

Date

\_\_\_\_\_

Date received in Human Resource Division

\_\_\_\_\_

Date

## 1. STRATEGIC OBJECTIVES OF THE BRANCH:

The Engineering and Technical Services Branch will ensure that the Local Authority adequately manages and oversees the outlay and maintenance of new and existing infrastructure within the municipality, including buildings, roads, bridges, culverts, gabion baskets, minor water supplies etc.

## 2. JOB PURPOSE

The Maintenance Officer is responsible for supporting the Assistant Superintendent in ensuring the continuous upkeep and repair of parish infrastructure, including roads, drains, bridges, and public buildings. The role involves overseeing, coordinating and where appropriate playing a lead role in the performance of repairs, troubleshooting and preventive, predictive and emergency maintenance, ensuring compliance with technical standards, and managing resources to maintain public infrastructure efficiently and safely.

## 3. KEY OUTPUTS

- Work programmes for road and infrastructure maintenance executed in line with safety and technical standards.
- Roads and bridges maintained and repaired according to safety and environmental guidelines.
- Drainage systems inspected, assessed, and cleared.
- Public buildings and structures repaired and maintained for safety and functionality.
- Timely and accurate inspection reports submitted.
- Materials and resources managed effectively, ensuring no wastage.
- Payment vouchers prepared and submitted.
- Estimates for maintenance projects prepared.
- Technical advice and support provided to the Assistant Superintendent and field teams.
- Compliance with maintenance schedules, road safety standards, building safety regulations, and environmental guidelines ensured.
- Community meetings attended to address public concerns.
- Complaints regarding infrastructure issues investigated and resolved.

## 4. KEY RESPONSIBILITY AREAS

- Assist the Assistant Superintendent with coordinating and overseeing the maintenance and repair of parish infrastructure, including roads, bridges, drains, and public buildings.
- Assist the Assistant Superintendent in liaising with contractors, suppliers, and other external partners during public works projects.
- Lead or assist in performing preventive, predictive, and emergency maintenance as required.

- Ensure that infrastructure is maintained in line with established technical and safety standards, including clearing drainage systems and repairing public structures.
- Conduct regular inspections of parish infrastructure to assess its condition and identify areas requiring repairs or maintenance.
- Prepare and submit timely and accurate reports on the status of infrastructure, including work completed, materials used, and any issues encountered during maintenance.
- Monitor the quality and progress of repairs to ensure work is completed on time and meets required standards, including risk assessments where necessary.
- Manage the use of materials, tools, and equipment during maintenance activities, ensuring that resources are used efficiently.
- Maintain records of all materials used in maintenance activities, preventing wastage or misuse.
- Assist with the procurement of necessary materials and supplies for infrastructure repair and maintenance.
- Ensure all maintenance activities comply with local regulations, building codes, and safety standards.
- Ensure safety protocols are observed on-site, including use of personal protective equipment (PPE) as required.
- Identify potential risks to public safety arising from infrastructure issues and report these to the Assistant Superintendent for corrective action.
- Provide technical advice and support to field workers/artisans during the execution of maintenance tasks.
- Collaborate with contractors and suppliers to ensure timely delivery of materials and compliance with technical specifications.
- Communicate with community stakeholders regarding ongoing infrastructure maintenance projects and potential disruptions to services.

#### Other functions

- Maintains a good working relationship with supervisor and coworkers
- Performs all other related duties assigned

## 5. PERFORMANCE STANDARDS

- Maintenance tasks completed within agreed timelines and to required technical, safety, and environmental standards.
- Infrastructure inspections conducted regularly, and accurate reports submitted on time.
- Resources, including materials and equipment, managed efficiently, with minimal wastage.
- Safety and compliance with building codes, road safety standards, and environmental guidelines maintained on all work sites.
- Effective communication maintained with field teams, contractors, and community stakeholders throughout maintenance projects.

## 6. INTERNAL AND EXTERNAL CONTACTS

**Internal Contacts** (required for the achievement of the position objectives)

Contact (Title)	Purpose of Communication
Assistant Superintendent	<ul style="list-style-type: none"><li>• Receive instructions/directions</li><li>• Provide updates on status of division and or assignments;</li><li>• Advice on new issues or development and propose alleviating strategies</li></ul>
Technical Staff	<ul style="list-style-type: none"><li>• Provide technical advice and support during maintenance and procurement activities.</li></ul>

**External Contacts** (required for the achievement of the position objectives)

Contact (Title)	Purpose of Communication
Contractors and suppliers	<ul style="list-style-type: none"><li>• Coordinate for materials delivery and ensure compliance with technical standards.</li></ul>
Users of parish council buildings and infrastructure/public	<ul style="list-style-type: none"><li>• Posts warning/safety signs to avoid accident/incidence</li></ul>

## 7. AUTHORITY

- Recommend necessary repairs and improvements to roads, bridges, drainage systems, and public buildings.
- Recommend use of materials for maintenance tasks, ensuring efficient resource utilization.
- Provide technical guidance during repairs and infrastructure assessments.

## 8. REQUIRED COMPETENCIES

### Core

- Strong leadership and coordination skills.
- Effective oral and written communication.
- Strong problem-solving skills.

- High level of professionalism, integrity, and responsibility.
- Ability to manage multiple tasks and meet deadlines.

#### Technical

- Knowledge of civil works, infrastructure maintenance, and public building repair procedures.
- Familiarity with local building codes, safety regulations, and technical standards.
- Proficiency in conducting infrastructure inspections and preparing reports.
- Ability to use relevant maintenance tools and equipment efficiently.

### 9. MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Diploma or Associate Degree in Civil Engineering, Construction Management or equivalent
- Two (2) years' related experience in civil works and infrastructure.

### 10. SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Adequate travel to conduct site visits in environmentally unfriendly environment and exposure to the elements
- Physical exertion resulting from lifting/moving material and supplies