



JOB DESCRIPTION FORM

POSITION (PID) #		690020 x 690024			
IDENTIFYING INFORMATION			POST CERTIFICATION		
Post Title	Plant Technician		Print Name	Signature	Date
Present Grade	N/A		Prepared By		
Department/Section	Conservation Services/Facilities Maintenance		Post holder Agreed		
Ministry	Environment and Sports		Dept. Head Agreed		
POST STATUS			POST TRANSFER (if applicable)		
	New Post	Revised Post	Redefined Post	Previous Title	
				Previous Department	
Date	9 Dec 2008			Previous Ministry	
Cabinet Conclusion Ref	Cab. Concl. 42(08)6			Previous Number	
Last Review Date				Previous Grade	
Panel Decision	Grade	Date	Signature	Previous Grade	
	16-18	1-OCT-10	[Signature]	Date of Transfer	

1. SUMMARY OF MAIN DUTIES (Ideal Maximum Four)	%
1. Provision of maintenance and repair services	75%
2. General administrative duties	20%
3. Associated duties	05%
	TOTAL = 100%

2. SUMMARY OF ACCOUNTABILITY

2.1 What specifically is this post accountable for?
 Works under the supervision of the Plant Manager and in accordance with Departmental policies and procedures, to provide maintenance and repair services at the Bermuda Aquarium, Museum and Zoo (BAMZ), to ensure the proper operation of the facility for the use of the staff, visitors and clients. The Post also performs general administrative duties associated with the provision of the maintenance and repair services and additional duties, as requested by the Plant Manager.

2.2 Briefly describe the level of decision making authority held by this post.
 The Post has responsibility for making technical decisions on the provision of maintenance and repair duties within limited guidelines, policies and procedures.

2.3 To which position does this post report directly? The Post reports directly to the Plant Manager.

3. ESSENTIAL KNOWLEDGE & SKILLS

List the key knowledge and skills required to fulfill the *minimum requirements* of the post under the following categories.

3.1 General Knowledge / People Skills (Soft Skills).
 The Post must have strong problem solving, decision making, organisational and communication skills. As well the Postholder must possess a practical "can do" attitude and contribute positively to the work environment.

3.2 Technical Knowledge / Position Specific Skills (Hard Skills). This includes knowledge of particular legislation, processes, specialties, etc.
 Knowledge and competent skills in carpentry, electrical work, plumbing and masonry are essential for the Post. The Postholder must be competent in the use of Microsoft Office Suite and the official Computer Maintenance Management Software.

4. MINIMUM EXPERIENCE REQUIRED (Tick the Appropriate Box)

Based upon the above identified knowledge and skills, what is the minimum number of years experience required to fulfill the duties of this post?

- No previous experience required
 Minimum one (1) year
 Minimum two (2) years
 Minimum three (3) years
 Minimum five (5) years
 Minimum ten (10) years

4.1 Identify specific experience.

A minimum of two (2) years' relevant experience is required for the Post.

5. MINIMUM EDUCATIONAL QUALIFICATION REQUIRED (TICK THE APPROPRIATE BOX)

- Secondary School Graduation Certificate
 Apprenticeship/College Certificate
 College Diploma
 Associates Degree
 Advanced or Specialist Qualification
 Bachelors Degree
 Masters Degree
 Professional Designation
(Includes Chartered Status)
 Doctorate
 Other

5.1 Please list the title of the academic qualification / professional designation required:
Successful completion of the BSC and a Technical Craft Certificate are required for the Post.

5.2 List any special licenses, registrations or certifications required for this job:
A valid Intermediate Truck Licence and certification in CPR and First Aid and Oxygen Provider are required for the Post.

6.0 RESOURCES UNDER MANAGEMENT**6.1 Management and Supervision of Staff**

(Please ensure that the Organization Chart submitted is up to date, accurate and reflects the information listed below)

Please list the position titles (including PID) of 'All Staff' under the 'Direct Supervision' of this post.

1. N/A

6.2 Non-Staff Budget and Revenue Streams (FOR EACH SUB SECTION TICK THE APPROPRIATE BOX)

6.2.1 What 'Responsibility' does this post have for 'Managing Non-Staff Budget' and 'Government Revenue Collection'? (Non-Staff Budget typically applies to contracts for program delivery & capital expenditure projects)

- | | | |
|--|---|--|
| <input checked="" type="checkbox"/> None | <input type="checkbox"/> Has Direct Management Responsibility | <input type="checkbox"/> Is the Accounting Officer |
|--|---|--|

6.2.2 Please indicate the level of Non-Staff Budget and/or Revenue Streams for which this post is responsible.

- | | | | | | |
|--|---|---|--|---|---|
| <input checked="" type="checkbox"/> None | <input type="checkbox"/> Less than \$500k | <input type="checkbox"/> \$500k to \$2m | <input type="checkbox"/> \$2m to \$10m | <input type="checkbox"/> \$10m to \$40m | <input type="checkbox"/> Greater than \$40m |
|--|---|---|--|---|---|

6.3 Infrastructure for Vital Government Services (FOR EACH SUB SECTION TICK THE APPROPRIATE BOX)

6.3.1 Is the post responsible for managing 'Infrastructure' critical to the delivery of 'Vital' Government Services?

- | | | |
|--|--|---|
| <input checked="" type="checkbox"/> No | <input type="checkbox"/> Yes. Has Direct Management Responsibility | <input type="checkbox"/> Yes. Is Ultimately Responsible |
|--|--|---|

6.3.2 If 'Yes' to the above, what would be the impact of failure of this infrastructure?

<input type="checkbox"/> Low Impact: Mainly internal to Government	<input type="checkbox"/> Medium Impact: Mainly internal to Government	<input type="checkbox"/> High Impact: Mainly internal to Government
<input type="checkbox"/> Low Impact: Bermuda-Wide	<input type="checkbox"/> Medium Impact: Bermuda-Wide	<input type="checkbox"/> High Impact: Bermuda-Wide

7. Additional Information

The Plant Technician must be physically fit and be capable and willing to work in hot and often difficult conditions within enclosures containing exotic and potentially dangerous animals. The Postholder will often be working in areas in close proximity to animals and to the general public and must be aware of the comfort and health and safety of the animals and visitors. The Plant Technician must be flexible and willing to work irregular hours, including evenings and weekends and Public Holidays, and to be willing to attend to occasional facility and animal related incidents or emergencies, as they occur, e.g. animal escapes, wildlife strandings, hurricanes, fires, etc. as part of his/her professional obligation. The Position requires a dedicated, highly organised individual with a strong work ethic and good client services skills, who is capable of working with minimum supervision. (Established contacts within the international aquarium and zoo industry are advantageous to this Position. (why?..))

not qualified?

DUTIES AND RESPONSIBILITIES OF THE POST

8. DETAILED DESCRIPTION OF MAIN DUTIES AND RESPONSIBILITIES OF THE POST

(Please use the same Headings for Main Duties as Listed in Section 1.0)

8.1 PROVISION OF MAINTENANCE AND REPAIR SERVICES

- 8.1.1 Performs maintenance and repair duties, to enhance and maintain the internal and external facilities and exhibits, e.g. painting wall, repairing tiles, changing light bulbs, repairing doors, etc, to prepare BAMZ for opening every day.
- 8.1.2 Inspects the grounds, buildings and fixtures on a regular basis and identifies and repairs items requiring carpentry, plumbing, masonry and/or electrical maintenance repairs. Brings items to the attention of the Plant Manager and acts accordingly.
- 8.1.3 Undertakes the assigned work according to the established preventative maintenance programme and schedules and standards.
- 8.1.4 Develops or constructs new facilities or exhibits, as requested.
- 8.1.5 Makes, installs or repairs door frames, doors, cupboards, shelves, counters, partitions, handrails, etc., as required.
- 8.1.6 Identifies problems with the electrical system and determines the best course of action, to resolve the problems. As required, installs electrical equipment and fixtures, i.e. extractor fans, specialty lighting, motors, switches, etc. Monitors, maintains and upgrades the electrical systems, as necessary. Performs other electrical work, as required.
- 8.1.7 Adheres to the health and safety policies and procedures in the discharge of the duties and responsibilities of the post and, in this regard, wears the appropriate health and safety equipment at all times.
- 8.1.8 Cleans and tidies the workshop at all times and ensures that all equipment and machinery used in the workshop is operational at all times.

8.2 GENERAL ADMINISTRATIVE DUTIES

- 8.2.1 Reviews the maintenance schedule and identifies items requiring servicing or repair. Orders and replaces equipment and machines, as requested.
- 8.2.2 Maintains a log of all repair and maintenance work undertaken and of all incidents and accidents, for submission to the Plant Manager.
- 8.2.3 Designs, as required, plans for new or improved exhibits and submits to internal clients for comments and approval.
- 8.2.4 Provides advice and suggestions, to improve and enhance the safety and security of exhibits at BAMZ.
- 8.2.5 Develops, supports and monitors energy management strategies, to minimise operational costs and to ensure that systems in place are operational and efficient.
- 8.2.6 Provides budget for items to be used in the Section to the Plant Manager and administers the approved budget in accordance with financial policies and with due regard for economy. Purchases all materials and supplies to be used in the maintenance and repair of items.
- 8.2.7 Provides orientation, training and supervision of junior staff and volunteers in the Section in the use of specialized equipment and in established protocols. Assigns work to junior staff and volunteers and ensures

that the work is completed according to the established schedules and required standards.

8.3 ASSOCIATED DUTIES

- 8.3.1 Provides field support to the BAMZ education and research programmes.
- 8.3.2 Sets up, as requested, exhibits and repairs and dismantles, as necessary.
- 8.3.3 Runs errands and supply deliveries to and from BAMZ in the truck, as requested by the Plant Manager.
- 8.3.4 Undertakes other projects and duties, to support the operations of BAMZ, including providing chairs, tables, etc. required for special events and cleaning up after events.
- 8.3.5 Undertakes related duties, as requested by the Plant Manager. This could include performing custodial duties in the temporary absence of the custodial staff or on public holidays.

9. POST CERTIFICATION/SIGNATURES:

No.	POSITION PID#	POST HOLDER		DATE
		NAME	SIGNATURE	
1	690020	Vacant		
2	690024	Vacant		

There are names request from an old cert. (change of name?)