



JOB DESCRIPTION FORM

POSITION (PID) #		690028 ✓			
IDENTIFYING INFORMATION			POST CERTIFICATION		
Post Title		Plant Manager		Print Name	Signature
Present Grade		N/A		Prepared By	
Department/Section		Conservation Services/Bermuda Aquarium, Museum and Zoo (BAMZ)		Post holder Agreed	
Ministry		Environment and Sports		Dept. Head Agreed	
POST STATUS			POST TRANSFER (if applicable)		
	New Post	Revised Post	Redefined Post	Previous Title	
Date	9 Dec 2008			Previous Department	
Cabinet Conclusion Ref	Cab. Concl. 42(08)6			Previous Ministry	
Last Review Date				Previous Number	
Panel Decision	Grade	Date	Signature	Previous Grade	
	29-31	01 Oct 10	W. Jolly	Date of Transfer	

1. SUMMARY OF MAIN DUTIES (Ideal Maximum Four)	%
1.Manages and participates in the provision of maintenance, custodial and security services	55%
2.Administrative duties	20%
3.Human resource administrative duties	20%
4.Associated duties	05%
	TOTAL = 100%

2. SUMMARY OF ACCOUNTABILITY

2.1 What specifically is this post accountable for?

This post is accountable for in accordance with Departmental policies and procedures, managing the provision of maintenance, custodial and security services, ensuring that the facilities at the Bermuda Aquarium, Museum and Zoo (BAMZ) are fully operational, well maintained, safe and secure for the use and enjoyment of the staff, visitors and clients. This includes the responsibility for planned and preventative maintenance of the facilities, buildings and grounds and the provision of custodial cleaning and security services. The post holder also undertakes administrative duties associated with the provision of the maintenance, custodial and security services and performs financial and human resources administrative duties. In addition, the post holder performs additional related duties, as required.

2.2 Briefly describe the level of decision making authority held by this post.

The Plant Manager has delegated responsibility for the maintenance, custodial and security of the buildings and premises and is, accordingly, responsible for making decisions at a technical level in respect to the planning and maintenance, safety, cleanliness and security of the BAMZ facilities. The Plant Manager also makes decisions on financial and human resource matters in accordance with the relevant financial and human resource policies and procedures.

2.3 To which position does this post report directly? Principal Curator

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 Plant Manager must possess good organisational, interpersonal, problem solving and decision making skills. Additionally, the post holder must possess excellent communication and motivational skills, to effectively engage co-workers, together with strong supervisory and conflict mediation and a practical "can do" attitude. The position

requires a dedicated individual with a strong work ethic and good client services skills, who is capable of working with minimum supervision.

3.2 Technical Knowledge / Position Specific Skills (Hard Skills). This includes knowledge of particular legislation, processes, specialties, etc.

The Plant Manager must be proficient in a wide range of trade skills, including masonry, plumbing, electrical, exhibit building, electronics and life support maintenance. The Plant Manager must also have a good working knowledge of Microsoft Suite and Computer Maintenance Software programmes.

4. MINIMUM EXPERIENCE REQUIRED

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 three (3) years' relevant experience in a similar post.

5. MINIMUM EDUCATIONAL QUALIFICATION REQUIRED

- 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:
 A Bachelor's Degree in Engineering, Mechanical or General Technology is 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, First Aid and Oxygen Provider are required.

6.0 RESOURCES UNDER MANAGEMENT

6.1 Management and Supervision of Staff

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

1. Plant Engineer (690019);
2. Plant Technician (690020);
3. Custodian/Maintenance Assistant (690021) (Misc/BPSU);
4. Janitor/Custodian (690018 and 690080) (Misc/BPSU);
5. Night Security Guard (690029, 690032, 690034, 690039 and 690040) (Misc/BPSU);
6. Gardener (690037) (MISC/BPSU);
7. Bus Driver (690070) (Misc/BPSU); and
8. Tradesman 1 (690024) (Misc/BPSU).

6.2 Non-Staff Budget and Revenue Streams

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)

- None
 Has Direct Management Responsibility
 Is the Accounting Officer

<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					
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 Manager 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 post holder 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. Established contacts within the international aquarium and zoo industry are advantageous to this position.

Applicants, who do not possess a Bachelor's Degree, but possess at least five (5) years' experience in plant management, will also be considered for the post.

DUTIES AND RESPONSIBILITIES OF THE POST

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

8.1 MANAGES AND PARTICIPATES IN THE PROVISION OF MAINTENANCE, CUSTODIAL AND SECURITY SERVICES

- 8.1.1 Manages and participates in the provision of the maintenance, custodial and security services, to provide well maintained, clean, safe and healthy facilities at the Bermuda Aquarium, Museum and Zoo (BAMZ) for use and enjoyment of the staff, visitors and clients. This includes the responsibility for the planned and preventative maintenance of the facilities, buildings and grounds and the provision of cleaning and security services.
- 8.1.2 Inspects the grounds, buildings and fixtures on a regular basis and ensures that the required repairs and enhancements are undertaken in a timely manner, to maintain internal and external facilities and exhibits.
- 8.1.3 Advises the staff of the established policies, procedures and standards in respect to the work to be undertaken and ensures that they adhere to them in the discharge of their duties and responsibilities. Provides orientation and training to the current and new staff, trainees and volunteers, to enable them to discharge their duties efficiently and effectively.
- 8.1.4 Establishes a business plan for the Section, in consultation with the Senior Manager, detailing the operational goals and objectives and the standards of service to be achieved. Evaluates the implementation of the plan against the established objectives and reports to the Principal Curator.
- 8.1.5 Prepares work schedules and assigns the staff, trainees and volunteers to the various areas to complete the work in a timely manner and in accordance with established standards and priorities. Audits the repairs, maintenance, custodial and security services, to assess client satisfaction, quality of service, etc. and to implement corrective measures in accordance with the existing policies and procedures.
- 8.1.6 Designs, develops and constructs, in consultation with Senior Management, new exhibits, building renovations and upgrades, including life support systems.
- 8.1.7 Defines the scope, deadlines, quality, etc. and conducts feasibility studies for construction or repair work to be undertaken at BAMZ. As well, provides design and detail drawings, establishes the budget for equipment, supplies contract price, etc., and reviews responses to tenders.
- 8.1.8 Selects and monitors the quality of work performed by contractor(s), to ensure timely completion and adherence with the terms of the contract. Advises the Principal Curator of overruns or problems with the project, so that he/she can take appropriate action.
- 8.1.9 Develops and directs, in conjunction with the Principal Curator and Facilities Manager, an annual planned maintenance programme for the facilities of BAMZ, including strategies, procedures, methods and activities

project, so that he/she can take appropriate action.

- 8.1.9 Develops and directs, in conjunction with the Principal Curator and Facilities Manager, an annual planned maintenance programme for the facilities of BAMZ, including strategies, procedures, methods and activities and reports on the implementation of the plan to the Manager. Ensures that regular inspections and maintenance are performed on all pumps, valves, electric motors, generators, compressors, etc.
- 8.1.10 Responsible for providing suitable facilities and safe working environment for the staff, to ensure the best possible services are delivered to enhance the morale and development of the staff. Ensures that the staff complies with the health and safety policies and procedures and that they are provided with the appropriate safety equipment and materials and that they wear the equipment when performing their duties. As necessary, trains the staff in the use of tools, and in the steps to take in case of emergency.
- 8.1.11 Investigates incidents/accidents involving the maintenance, custodial and security staff and involves the relevant agencies, such as the Health and Safety Office, Bermuda Police Service, etc. and prepares reports for submission to the Principal Curator.

8.2 ADMINISTRATIVE DUTIES

- 8.2.1 Prepares, in consultation with the Principal Curator, the budget recommendations for all goods, materials, equipment and supplies to be used by the maintenance, custodial and security personnel and administers the approved budget in accordance with the established financial procedures and with due regard to economy.
- 8.2.2 Purchases and delivers all equipment, goods, materials and supplies used by the maintenance, custodial and security staff. Maintains an inventory of all items and issues and replaces, as necessary.
- 8.2.3 Develops and implements standards and procedures in respect to the maintenance and care of all equipment used by the Section, ensuring that it is undertaken in accordance with the schedules and specifications.
- 8.2.4 Provides accurate returns regarding all maintenance work and incidents at BAMZ, in accordance with the officially approved system of documentation, and prepares reports on the performance of the Section, for submission to the Principal Curator.
- 8.2.5 Develops, supports and monitors energy management strategies, to minimize operational costs and to ensure that systems in place are operational and efficient.
- 8.2.6 Develops and maintains a Computerised Maintenance Management Software (CMMS) Programme, including the strategies, procedures, methods and activities.
- 8.2.7 Liaises with other Sections, other departments and external agencies, to discuss and resolve issues connected with the repairs and maintenance work at BAMZ. Responds to any queries in respect to the work of the Section.
- 8.2.8 Ensures that BAMZ is ready for opening at all times.

8.3 HUMAN RESOURCE ADMINISTRATIVE DUTIES

- 8.3.1 Performs delegated human resources administrative duties in respect to the staff, establishing expectations and goals for the staff, trainees and volunteers, based upon the experience, skills and responsibilities.
- 8.3.2 Completes the performance appraisals and probationary reports of the staff in a timely manner and provides feedback to staff on their performance appraisals and probationary reports, so that, in cases where improvements in performance are necessary, corrective action can be taken.
- 8.3.3 Interviews, selects and orients new staff and provides advice and guidance.
- 8.3.4 Prepares and implements a succession plan for the Plant Section, in conjunction with the management team, and identifies key positions where succession planning is required due to retirement or career changes and in-house potential replacements and delegates responsibilities as a part of the succession exercise.
- 8.3.5 Identifies training and development opportunities and courses for staff and monitors the success of the succession planning initiative.
- 8.3.6 Recommends, for the approval of the Principal Curator, vacation and special leave for the staff and ensures that there is staff to cover the absence of the officers, so that the work of the Section is not adversely affected.
- 8.3.7 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.

8.4 ASSOCIATED DUTIES

- 8.4.1 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.
- 8.4.2 Undertakes any other related duties assigned by the Principal Curator and Facilities Manager, including running errands, participating in special work related projects, etc.