DEPUTY HEAD OF WORKSHOP (GRADE B4), GENERAL SERVICES DIVISION, DIRECTORATE FOR GENERAL ADMINISTRATION AND PERSONNEL

Closing date for applications: 11 June 1992

Duties:

Reporting to the Head of this workshop and following general instructions, the holder of the post will be required to:

1. Take part in the organisation, supervision and inspection of the work performed by the teams responsible for installing, maintaining, repairing and, where applicable, operating building plant; participate in the supervision of the management of electrical power facilities, carpentry work, materials handling and painting activities.
2. Monitor the execution of urgent repairs and refitting work. Assist in finding appropriate technical solutions. Prepare handwritten layout diagrams and drawings. Locate and supply the relevant technical specifications used to draft contract specifications. Supervise the work performed by workshop staff and outside contractors. Monitor compliance with the technical clauses of maintenance contracts. Give an opinion, when required, on acceptance of work performed by outside contractors. Check surveying figures supplied by painting contractors.

3. Carry out regular inspections of plant and equipment. Give an opinion on the nature and frequency of repair work to be carried out. Submit proposals to the head of the workshop regarding preventive maintenance programmes and schedules for overhauling or replacing equipment. Manage the tool, equipment and supply inventories of the workshops.

4. May be called upon to liaise with other sectors of the Organisation or Delegations.

Principal qualifications:

1. Technical certificate or equivalent in electrical engineering or industrial maintenance.

2. Experience in planning and managing office maintenance activities with respect to electrical installations, carpentry work, materials handling and painting.

3. Ability to organise and supervise the work of several teams of skilled workers.

4. Driver’s licence.

5. Good knowledge of French; a knowledge of English would be desirable.

N.B. The nature of the duties implies that the post-holder may be called upon to work outside the normal office hours, if required.