HEAD OF WORKSHOP (GRADE B5), GENERAL SERVICES DIVISION, DIRECTORATE FOR GENERAL ADMINISTRATION AND PERSONNEL

Closing date for applications: 11 June 1992

Duties:

Reporting to the Head of the Technical Section, the holder of the post, who will be responsible for the smooth running and organisation of the workshop as well as for the maintenance of all its equipment, will be required to:

1. Organise, supervise and inspect the work performed by the teams responsible for installing, maintaining, repairing and, where applicable, operating building plant; supervise the management of air-conditioning and heating plant, locks and plumbing fixtures. Carry out building and glazing work with the help of outside contractors.
2. Ensure that urgent repairs and refitting work are carried out. Propose appropriate technical solutions. Prepare handwritten layout diagrams and drawings. Locate and make available 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.

3. Carry out regular inspections of plant and equipment. Analyse the nature and frequency of repair work to be carried out. Submit proposals to the Head of the Technical Section 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. Higher technical certificate or equivalent in heating plant and power engineering or industrial maintenance.

2. Several years’ experience in planning and managing office maintenance activities with respect to heating and air-conditioning plant, locks and plumbing fixtures.

3. Knowledge of the various rules applicable to the professions involved and experience in their application.

4. Driver’s licence.

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

6. Very good knowledge of French; a good 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.