



JOB DESCRIPTION

JOB TITLE: Facilities Maintenance Assistant
SERVICE LINE: Facilities
REPORTS TO: Facilities Supervisor/ Facilities Manager
DATE CREATED: September 16, 2018
DATE MODIFIED: March 13, 2025

JOB SUMMARY

The Facilities Maintenance Assistant (FMA) is responsible for minor construction, general repairs and maintenance to facilities owned or operated by the Port Authority of the Cayman Islands (PACI). The incumbent must be safety orientated and focused, complying with regulations and policies of PACI and other regulatory bodies. In addition, the Facilities Maintenance Assistant may, in the absence of the Facilities Supervisor, be required to assist with administrative duties in relation to purchases, vendor payment administration, usage and work order reports and filing.

ROLE & RESPONSIBILITIES

Operational

- Assists the Facilities Manager with inspection of buildings and other structures to determine functional systems, detect malfunctions, make notes, and suggest recommendations for repair requirements;
- Perform construction of small to medium structures from Architectural Drawings or other drawings provided;
- Performs minor electrical maintenance to include, but not limited to, replacement or repair, using appropriate hand, power and specialty tools
- Performs plumbing maintenance
- Performs painting, carpentry and masonry;
- Reconfigures, installs, positions, and remounts modular offices to accommodate user needs and maximize office space using various hand, power and specialty tools, dollies and hand trucks;
- Prepares the surfaces, and paints various structures to preserve wood and metal parts from corrosion and maintains a safe, comfortable working environment using various painting equipment and related tools;
- Able to operate heavy duty equipment and machinery owned by PACI or rented from providers to complete in-house works;
- Knowledge of engines and motors
- Prepares usage and work order reports
- Handles payment administration, including collecting invoices, ensuring all Purchase Orders are signed off and passed on to the Accounts Payable department with the required information and invoices in a timely manner, so that vendors are paid promptly.



- Ensures compliance to all policies, procedures, Standard Operating Procedures (SOP), with recommendations for action and continuous improvement
- Strives to achieve consistently high levels of productivity and customer service, meeting the performance targets that will be set and reviewed
- Assists in pre/post potential natural disaster activities
- The incumbent may be required to perform other duties as directed by the Port Director, Facilities Manager or Designate
- Undertakes any reasonable training that is required to perform as business needs change, including training for current or new duties as well as the periodic reassessment of existing certifications

Communication

- Communicates progress, delays or problems (actual or anticipated) to Facilities Supervisor/Facilities Manager
- Reports all safety concerns, hazards and incidents with a view to resolve
- Participates in and attends cross functional meetings as required
- Seeks clarification on any unclear communication received to confirm the intended message meaning

QUALIFICATIONS & EXPERIENCE

- High School graduate or equivalent with passes in English and Mathematics
- Preferred understanding of electrical, plumbing, masonry, carpentry and general maintenance
- Valid certificate from an approved forklift certification course would be an asset
- Valid commercial drivers' license. Must meet all internal and local regulatory requirements to operate equipment used within six (6) months of employment.

PREFERRED SKILLS

- Strong problem-solving skills
- Strong interpersonal skills and the ability to work on a team
- Knowledge of the standard practices, materials, tools, and equipment used in repair and maintenance
- Knowledge of safety issues in the use of tools, equipment, and supplies used in repair and maintenance
- Ability to read and interpret documents furnished in written, diagram or schedule form such as safety rules, operating and maintenance instructions, architectural plans, quality manuals and procedure manuals
- Ability to perform simple construction math
- Ability to keep records of repairs, time and materials used to make related reports
- Ability to manage purchases and vendor payment administration
- Ability to understand and follow both oral and written orders or instructions
- Ability to make sound, independent decisions within established policy and procedural guidelines
- Ability to succeed in an environment of pressing deadlines and changing conditions



PERSONAL ATTRIBUTES

- Ability to lead yourself and others, through delivering results with integrity and in a responsible, inclusive and resilient manner
- Skilled at building and maintaining genuine relationships that are built on trust, networking both internally and externally
- Possess a wealth of knowledge and insight, and a willingness to continuously learn, considering a broad range of perspectives, and creating value through innovation
- Effectively apply a range of technical capabilities, while maintaining prescribed standards to deliver quality and value for customers; collaborating with team members and continuously building technical expertise and knowledge

SUPERVISION OF OTHERS

- The position has no direct supervisory responsibility.

WORKING CONDITIONS

Environment

Work is performed primarily outdoors or in an open environment seated or standing for extended time period. This is a full-time position with standard working hours of 8:00am – 5:00 pm Monday – Friday and 8:30am – 12:00pm on Saturday/Sunday. The incumbent may be required to work extended hours before or after the regular scheduled hours, public holidays and is on call 24/7 in the event of an emergency. Travel may be required (primarily to the Sister Islands, the Caribbean and North America).

Physical

Primary functions require sufficient physical ability and mobility to work in a high-level traffic area. This includes the ability to stand or sit for prolonged periods of time, and to occasionally stoop, bend, kneel, crouch, reach, and twist. Additionally, the incumbent may be required to lift, carry, push, and/or pull light to moderate amounts of weight (up to 50 pounds), to operate equipment requiring frequent repetitive hand movement and fine coordination. Frequent climbing on/off equipment at various heights, up steps, or stationary ladder. Employee may need to work in confined locations and on uneven surfaces (e.g. ship decks). Travel to other locations using various modes of private and commercial transportation is occasionally required. The employee is required to wear appropriate Personal Protection Equipment (“PPE”). The employee could occasionally be exposed to extreme temperatures, fumes, or airborne particles. The noise level in the workplace is moderate.

Vision

Sight in the normal visual range with or without correction is required. Constant use of sight abilities including depth perception, peripheral vision, hand/eye/foot coordination, visual acuity in near, mid and far-range while operating equipment and the ability to adjust focus.



Hearing

Hearing in the normal audio range with or without correction is required. Frequent use of speech abilities required in communicating with co-workers, maintaining radio contact, alerting workers working in/around moving equipment; constant use of hearing abilities to communicate with co-workers, monitor equipment performance, and give/receive instructions.

The Port Authority of the Cayman Islands reserves the right to amend this Job Description based on the business requirements of the Port; and will advise the incumbent of such change(s) within two weeks of the review.

AGREED BY:

Jobholder: _____

Signature: _____

Date: _____

Supervisor/ Manager: _____

Date: _____

Port Director: _____

Date: _____