

<b>Job Description</b>			
Job title	Maintenance Team Leader	Department	Maintenance
Job holder		Job code	
Job type	Full time	Pay band	
Line manager	Operation Team Leader		
Job aim	Provide strategic leadership to the department and ensure Watoto facilities are safe, secure and maintained per the established standards		
Direct reports	As line manager		As countersignatory
Duty and standards – measurable in terms of time, cost, quality or quantity. List is not to be regarded as exclusive.			

Duty 1 (20%)	<b>Strategy and policy development</b> <ul style="list-style-type: none"> <li>Develop and regularly review the facilities Management policy based on established rules and regulations.</li> <li>Develop, standard operating procedures and standard forms for effective maintenance of Watoto facilities</li> <li>Develop Facilities Management strategy for Watoto</li> </ul>
Standards	<ul style="list-style-type: none"> <li>Up-to-date facilities maintenance policy</li> <li>Standard operating procedures for facilities maintenance</li> </ul>
Duty 2 (30%)	<b>Facilities planning and routine maintenance</b> <ul style="list-style-type: none"> <li>Develop an annual maintenance plan and budget in consultation with the administrators.</li> <li>Develop and maintain information on all existing and planned facilities</li> <li>Ensure routine, emergency and preventive maintenance is carried out</li> <li>Ensure proper landscaping and grounds maintenance</li> <li>Ensure buildings meet the Watoto established standards as well as national regulations</li> <li>Approve and monitor work orders</li> <li>Ensure compliance to work place Health and Safety regulations</li> <li>Ensure proper Inventory and record Management</li> </ul>
Standards	<ul style="list-style-type: none"> <li>Annual maintenance plan</li> <li>Up-to-date database of Watoto facilities</li> <li>Watoto facilities well maintained</li> <li>Monitoring reports</li> </ul>
Duty 3 (30%)	<b>Manage facilities maintenance projects</b> <ul style="list-style-type: none"> <li>Participate in the design and costing of maintenance projects building projects</li> <li>Ensure maintenance, renovation and repair of buildings of Watoto</li> <li>Support in the preparation tender documents for maintenance projects</li> <li>Participate in evaluation of bids for maintenance projects</li> <li>Supervise and coordinate the work of contractors for maintenance projects;</li> </ul>
Standards	<ul style="list-style-type: none"> <li>Designs and costs for maintenance projects</li> <li>Documents for tenders prepared</li> <li>Contractors evaluated</li> <li>Contractors supervised</li> <li>Design changes approved</li> <li>Monitoring reports</li> </ul>
Duty 4 (10%)	<b>Human resource management and development</b> <ul style="list-style-type: none"> <li>Ensure new staff in the department are properly oriented and performance standards well explained</li> <li>Ensure all staff in the department have clear performance standards and are appraised a per the human resource policy</li> <li>Train, coach and mentor staff in the department to deliver high performance</li> <li>Prepare a schedule of annual leave appropriately and ensure adequate security cover at all times</li> </ul>
Standards	<ul style="list-style-type: none"> <li>Staff performing to the expected standards</li> <li>Work plans accomplished as per the schedule</li> <li>Staff appraisals completed in time and feedback given</li> </ul>
Duty 5 (10%)	<b>Preparation of Reports facilities maintenance activities</b> <ul style="list-style-type: none"> <li>Prepare periodic reports and work order reports as required</li> </ul>
Standards	<ul style="list-style-type: none"> <li>Timely submission of reports</li> <li>Quality reports per established guidelines</li> </ul>

Person specification

	Core competencies: These are skills, behaviour and work related attributes which are considered essential for all staff regardless of their function or level This criteria will be used as part of the performance management purposes	Essential (E) or desirable (D). Expert (E) or Competent	Selection. How criterion will be measured
	<b>Leadership and strategic thinking</b> Understands organisation goals, is able to translate them into action plans and sell to peers and subordinates.	Competent	Application, Interview, performance appraisal
	<b>Policy and Strategy Development</b> Plays a lead role in identifying the need for new policies or the review of existing policies and either develops the policies or oversees their development and implementation by others.	Expert	Application, Interview, performance appraisal
	<b>Strategic Management</b> Understands the relationship between own job or function and organizational strategy and is able to align own or departmental activities with the strategy	Competent	Application, Interview, performance appraisal
	<b>Analytical Skills</b> Is able to undertake routine analysis in relation to own area of work. Is able to use outputs to support reports on department or sectional performance, etc.	Competent	Application, Interview, performance appraisal
	<b>Problem solving and decision making</b> Is able to make sound decision relating to own working area with minimum input from superiors. Understands the limits of his/her decision making authority and seeks inputs from the appropriate individuals when decisions fall outside area of authority.	Competent	Application, Interview, performance appraisal
	<b>Budgeting and Financial Management</b> Has sufficient skill to successfully manage financial aspects of own area of work for instance budgeting and budgetary control.	Competent	Application, Interview, performance appraisal

	<p><b>Negotiation and Influencing Skills</b> Relates well with peers, subordinates and third parties. Operates effectively as a member of a negotiation team and contributes to the achievement of favourable results for the organisation</p>	Competent	Application, Interview, performance appraisal
	<p><b>Diplomacy</b> Has well developed diplomatic skills; is able to handle conflict situations or put forward own point of view without causing offence. And applies diplomacy consistently to all aspects of work and personal conduct.</p>	Competent	Application, Interview, performance appraisal
	<p><b>Teamwork and Interpersonal Skills</b> Relates well with peers, subordinates and third parties. Has a balanced approach to human relationships and works well in a team.</p>	Competent	Application, Interview, performance appraisal
	<p><b>Visioning</b> Able to lead and engage the team in strategy generation, spearhead transformational programmes by providing clear direction, leadership and in structure and systems</p>	Competent	Application, Interview, performance appraisal
	<p><b>Performance management</b> Is able to interpret organizational goals into departmental and individual goals, define standards of performance and ensure that officers under him/her meet such standards. Is able to coach others on performance standards.</p>	Expert	Application, Interview, performance appraisal
	<p><b>Resource Management</b> Able to apply procedures and practices in management of resources in cost effective manner and ensures work process achieves quality results within the provisions</p>	Competent	Application, Interview, performance appraisal
	<p><b>Human Resource Management and Development</b> Able to effectively apply Human Resource Management and implement Human Resource policy and procedures in the organization; provide staff with development opportunities and sets appropriate standard for performance</p>	Competent	Application, Interview, performance appraisal

	<b>Planning and management</b> Fully versed with the organisation's implementation priorities and is able to plan activities in own areas of work and implement to the required standards. May be called upon to support Ministry wide planning activities and participate in monitoring and evaluation	Competent	Application, Interview, performance appraisal
	<b>Risk management</b> Able to anticipate potential risk and minimize the possibility of occurrence. calculate the risk and understand probability of success, benefits and consequence of failure	Competent	Application, Interview, performance appraisal
	<b>Creativity and innovation</b> Devising new ways to approach existing issues to add value. Targets important areas for innovation and develop solutions that address meaningful work issues. Thinks strategically and examines numerous potential solutions and evaluates each before implementation	Competent	Application, Interview, performance appraisal
	<b>Communication and report writing</b> Can prepare periodical reports in own area of work, including basic analytical work for presentation to superiors. Or is able to make quality briefs to peers or bosses. Requires minimal input from supervisor.	Competent	Application, Interview, performance appraisal
	<b>Technical Competence</b> Completely understands all aspects of maintenance and can execute successfully. Serves as a point of reference for others in procurement. Is able to coach and mentor others.	Expert	
<b>Educational qualification and experience</b>			
	<ul style="list-style-type: none"> <li>• High Diploma in Civil Engineering or similar relevant discipline</li> <li>• At least 7-10 years working experience in a large organization, at a senior management level</li> <li>• Professional qualification or membership</li> <li>• Computer literacy in MS office and database management</li> <li>• Management Information system</li> </ul>	Essential	Application, Interview
<b>Other skills and attributes</b>			

- Must be a committed Christian
- Must be willing to live up to the organisational values
- Must be able to present themselves confidently
- Should be a good communicator, able to write and present analytical and informative reports