



Maintenance Officer

The Radio Frequency Spectrum is the medium which facilitates wireless communication. The Spectrum Management Authority (SMA) is the regulatory body responsible for the efficient management of the radio frequency spectrum in Jamaica, which includes licensing spectrum users and regulating their use of the spectrum.

The SMA is seeking to identify a highly motivated, dynamic individual to fill the post of **Maintenance Officer**.

Responsibilities

The **Maintenance Officer** handles routine maintenance and repairs on the facilities' plumbing, electrical, basic carpentry, heating, and air conditioning systems, as well as other building systems. Principal duties include:

- Responding to calls for assistance in instances of malfunctioning of air-condition units, elevators, canteen equipment etc.
- Responding to calls of assistance in other emergencies related to the equipment and buildings such as fires and flooding.
- Inspecting the work assigned to contractors for optimum performance and value for money.
- Inspecting the building's plumbing, electrical and ventilations.
- Performing basic plumbing maintenance and repairs as well as basic carpentry. including hanging and replacing doors and operating power tools.
- Checking safety equipment such as fire extinguishers, smoke detectors and alarms.

Requirements

- Diploma in Building Maintenance/Estate Management/Public Administration from a recognized tertiary institution.
- 3500 KG Driver's Licence
- At least two (2) years' experience in a similar position.

Applications must be submitted no later than September 11, 2026:

jobs@sma.gov.jm.

We thank all applicants for their interest in our company, but advise that only short-listed candidates will be contacted.

.....Shaping Your Future With Wireless.....