



## Job Opportunity - Assistant Maintenance Technician

Are you passionate about keeping things running smoothly? Do you thrive in an environment where your technical expertise is valued? The **SVGCC** is on the lookout for an Assistant Maintenance Technician to bolster our operations and ensure our facilities remain in top-notch condition.

### SUMMARY OF DUTIES & RESPONSIBILITIES:

- **Development Support:** Help develop features across multiple subsystems, covering requirements definition, prototyping, design, coding, testing, documentation, and deployment.
- **Maintenance Support:** Assist in the upkeep and repair of various systems and equipment to ensure optimal functionality.
- **Troubleshooting:** Identify and resolve technical issues efficiently to minimise downtime.
- **Preventative Maintenance:** Conduct routine inspections and implement proactive maintenance measures to prevent breakdowns.
- **Equipment Installation:** Aid in the installation and setup of new equipment as needed.
- **Safety Compliance:** Adhere to safety protocols and regulations to maintain a secure working environment.

### QUALIFICATIONS AND EXPERIENCE

#### Applicants should have:

- **Education:**
  - At least 5 O'Level subject passes, including Math or English, as well as one in the field of a suitable Technical Vocational area
  - An Associate's Degree in Building Construction or similar technical discipline or equivalent demonstrable experience;
- **Experience:** Previous experience in maintenance or a related field preferred.
- **Technical Skills:** Basic understanding of mechanical, electrical, and plumbing systems.
- **Problem-Solving Abilities:** Strong analytical skills with the ability to troubleshoot and solve problems effectively.
- **Team Player:** Collaborative mindset with the ability to work well within a team environment.

### APPLICATION PROCESS

1. If you think that you are a good match for the SVGCC, then gather the following documents as part of your application:
  - Cover Letter
  - An up-to-date Curriculum Vitae
  - Academic Transcripts
2. Submit your application via email to [hr@svgcc.vc](mailto:hr@svgcc.vc), with the subject title – Job Application: Assistant Maintenance Technician.
3. Request two professional references - Ask your referees to send letters of reference directly to the HR Manager (using email [hr@svgcc.vc](mailto:hr@svgcc.vc)) without waiting to be contacted by the College.

*Please note that this position is being offered on an initial short-term contract.*

**CLOSING DATE for receipt of applications is Sunday, May 12th, 2024.**