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# COURT ADMINISTRATION DIVISION

## CAREER OPPORTUNITY

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The Court Administration Division (CAD) invites **qualified persons** to fill the following vacant posts in the Building and Property Management Branch.

1. **Senior Building & Property Management Officer (SOG/ST 7) (Vacant)**, salary range \$5,198,035.00 – \$6,990,779.00 per annum and any allowance(s) applicable to the post.

### JOB PURPOSE (reason for job existing)

Under the direction of the Principal Director - Building and Property Management, the Senior Building and Property Management Officer is responsible for planning and managing the operations and activities of all the Judiciary's buildings and facilities engineering, layout, design, construction, utilities operations, grounds and equipment maintenance, building protection and security in an assigned region.

### KEY RESPONSIBILITIES

#### Technical/Professional Responsibilities

- Manages a team of Building & Property Management Officers in an assigned region of the Judiciary by designing and implementing work packages, schedules, plans, coaching and mentoring interventions;
- Participates in the planning and implementation of the judiciary's overall preventive and predictive maintenance programmes, and the policies and procedures for maintenance and repair of buildings/facilities and equipment;
- Monitors the activities of various contractors and consultants for the fulfilment of building/facilities maintenance and development; monitors and evaluates the performance of contractors in a defined geographic location;
- Participates in the management of building/facilities engineering administration, layout, design, construction, utilities operations and maintenance; building, grounds and equipment maintenance; plant protection and security;
- Provides proactive support to the staff of other Division/Branches/Units in the Judiciary to assist in identifying and resolving building operation issues and problems;
- Participates in the generation and furnishing of engineering designs, specifications, bills of materials, and cost estimates for construction and major rehabilitation of all the Judiciary's real property and for major projects of installation and relocation of equipment;
- Participates in the preparation of the architectural, structural, mechanical, electrical, utilities, site, environmental design, and other construction and engineering drawings for all facilities in the Judiciary;
- Manages assigned projects of all construction work and approval after completion;
- Manages assigned operation and maintenance of all utilities systems and equipment on the Judiciary's Built Universe;
- Manages the installation and maintenance of all utilities systems and components for electricity, water, ventilating, air conditioning, ICT cabling, etc.;
- Undertakes the maintenance of appropriate equipment records and histories;
- Supervises the management of spare parts and materials storerooms and inventories;
- Participates in the scouting for tenancy and lease arrangements in assigned regions; and initiates the drafting of agreements with key internal and external stakeholders;
- Monitors and tracks compliance of all the Judiciary's maintenance and construction contracts;
- Participates in the design, implementation and monitoring of internal Service Level Agreements for the various functions under superintendence to ensure smooth and judicious delivery of services to all outstations/Courts;

- Partners with Administration and Court Operations Managers concerning the work of the janitorial, landscaping and associated teams employed/contracted to the Judiciary;
- Keeps current with the latest tools/techniques in Building and Property Management to determine what new solutions and implementations will meet CAD/Judiciary business/operational requirements.

#### **Management/Administrative Responsibilities**

- Contributes to the development of the Branch's Strategic and Operational Plan and Budget;
- Develops Individual Work Plans based on alignment to the Branch's Plan;
- Prepares reports and project documents as required;
- Prepares and delivers Building & Property Management presentations related to Corporate and Court Operations as needed;
- Maintains customer service principles, standards and measurements;
- Identifies and incorporates the interests and needs of customers in business process design.

#### **Human Resources Responsibilities**

- Provides leadership and guidance through effective planning, delegation, communication, training, mentoring and coaching of high-performing audit professionals who possess outstanding knowledge, experience, ethics, and integrity;
- Evaluates and monitors the performance of staff in the Division and implements appropriate strategies;
- Coordinates the development of individual work plans and recommends performance targets for the staff assigned;
- Participates in the recruitment and training of staff of the Division;
- Recommends succession initiatives, transfer, promotion and leave in accordance with established Human Resource Policies and Procedures;
- Identifies skills/competencies gaps and contributes to the development and succession planning for the Division to ensure adequate staff capacity;
- Monitors the performance of staff and facilitates the timely and accurate completion of the staff annual performance appraisals and other periodic reviews;
- Ensures the well - being of staff supervised;
- Effects disciplinary measures in keeping with established guidelines/practices.

#### **Other Responsibilities**

- Performs all other duties and functions as may be required from time to time.

<b>KEY COMPETENCIES</b>
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#### **Core**

- Excellent interpersonal and team management skills
- Excellent communication skills
- Strong analytical and problem-solving skills
- Strong leadership skills
- Strong customer relations skills
- Excellent planning and organizing skills
- Excellent judgment and decision-making skills
- Ability to influence and motivate others
- Proficiency in the use of relevant computer applications

#### **Technical**

- Knowledge of plant operations, maintenance and repairs;
- Knowledge of engineering management principles and practices;
- Good project management skills;
- Knowledge in developing detailed subcontractor scopes of work for property management;
- Knowledge of managing Listed Buildings (under National Heritage Trust and Preservation

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Dictates);

- Knowledge of and experience in, GOJ operations and Public Sector matters;
- A strong sense of trust and a high level of confidentiality and integrity;
- Good understanding of the public expenditure policy environment and the goals;
- Strong ability to synthesize multiple ideas and complex information into a coherent summary, as in reports and briefing notes, and to make cogent recommendation for the modification or creation of legislation, policies and programmes;
- Good verbal and written communication skills, with the ability to deliver presentation with tact, clarity, enthusiasm and accuracy to widely varied audiences;
- A high level of initiative and self-motivation;
- Demonstrated interpersonal and negotiation skills;
- Aptitude for developing and maintaining collaborative relations with team members both within and outside the Judiciary;
- Familiarity with procedures, policies and legislation governing the machinery of government;
- Knowledge of computerized systems and software, with an emphasis on the MS Office suite and projects.

#### **AUTHORITY**

- Escalates unsolved energy engineering matters to Supervisor;
- To recommend process/procedural and systems changes of the functional area;
- Signoff of contractor performance for payment;
- Endorses project & works completion;
- Recommends staff appointments, promotion, recruitment, disciplinary action, leave and general welfare issues;
- Recommends relevant training and development programmes for direct reports to enhance knowledge and performance.

#### **SPECIAL WORKING CONDITIONS**

- Work will be conducted in an office outfitted with standard office equipment and specialized software. The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions. However, there will be 60 percent traveling with considerable physical activity, which may involves:
  - Heavy physical work; heavy lifting, pushing, or pulling required of objects between 50 to 100 pounds.
  - Working in environments with some exposure to hazards or physical risks, which require following basic safety precautions.
  - Working in moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises.

#### **MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE**

##### **Education**

- Bachelor's Degree in Electrical Engineering, Mechanical Engineering, Building Technology, Facilities Management, Industrial Management or related field;

**OR**

- HEART NSTA NVQJ Level 5 in Electrical/Mechanical Engineering, Building Technology, Plumbing, Refrigeration & Air Conditioning or related field;

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## Experience

- Three (3) years' experience in an Engineering/Property Management environment.

2. Building and Property Management Officer (SOG/ST 4) (Vacant), salary range \$2,803,771.00 - \$3,770,761.00 per annum and any allowance(s) applicable to the post.

<b>JOB PURPOSE (reason for job existing)</b>
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Under the general supervision Senior Building and Property Management Officer, the Building and Property Management Officer is responsible for technical operations and support to an assigned region of the Judiciary to ensure timely, efficient and effective management and maintenance of Court Buildings and related facilities.

<b>KEY RESPONSIBILITY AREAS</b>
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### Technical/Professional Responsibilities

- Performs routine preventative maintenance procedures on Judicial buildings, mechanical equipment, electrical and utility systems on a scheduled basis; inspects belts, checks fluid levels, checks filters, cleans and inspects cooling systems, and water storage systems;
- Enhances the serviceability of the Ventilation and Air Conditioning and Building Systems;
- Manages assigned building and facility management projects efficiently and effectively;
- Completes daily, weekly and monthly checklists on building equipment and report any discrepancies to the Senior Building and Property Management Officer;
- Responds promptly to maintenance requests from Court Offices under your care and other stakeholders;
- Assists in the establishment and operations of the Building Management computer system (BMS) which controls and monitors mechanical equipment and utility systems;
- Employs approves systems and procedures that ensures quality and safety assurance;
- Undertakes minor electrical/lighting repairs and liaise with service providers and contractors to facilitate major electrical repairs;
- Troubleshoots and repairs electrical and control panels to maintain building security;
- Responds to emergency maintenance requests as required;
- Maintains records of maintenance procedures and schedules;
- Performs monthly stocktaking of the storeroom;
- Verifies standards and quality of service items/materials purchased by the Branch;
- Liaises with, guides and directs contractors/cleaners/janitors and gardeners as required for the effective performance of maintenance functions;
- Undertakes minor plumbing repairs and liaises with service providers to facilitate major repairs;
- Performs routine inspections, maintenance and collection of operational data for:
  - Windows and door locking systems
  - Fire suppression systems
  - Fire pump and controls
  - Lighting
  - Plumbing
  - Elevators
  - Water storage systems
- Maintains and provides documentation and reports on maintenance activities;
- Maintains the readiness of the standby generator, conducting regular test runs and monitoring fuel levels;
- Keeps current with the latest tools/techniques in Building and Property Management to determine what new solutions and implementations will meet CAD/Judiciary business/operational requirements.

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## Management/Administrative Responsibilities

- Develops Individual Work Plans based on alignment to the overall plan for the Branch;
- Participates in meetings, seminars, workshops and conferences as required;
- Prepares reports and programme documents as required.
- Prepares and delivers Building and Property Management presentations related to as needed;
- Maintains customer service principles, standards and measurements;
- Identifies and incorporates the interests and needs of customers in business process design.

## Human Resources Responsibilities

- Contributes to and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and organization's goals;
- Assists with the preparation and conducts presentations on role of Division/Unit for the Orientation and Onboarding programme.
- Performs all other duties and functions as may be required from time to time.

## **KEY COMPETENCIES**

### Core

- Excellent interpersonal and team management skills
- Excellent communication skills
- Strong analytical and problem-solving skills
- Strong leadership skills
- Strong customer relations skills
- Excellent planning and organizing skills
- Excellent judgment and decision-making skills
- Ability to influence and motivate others
- Proficiency in the use of relevant computer applications

### Technical

- Ability to trouble-shoot and good problem-solving skills related to electrical circuits and equipment;
- Knowledge of carpentry, plumbing, water storage systems and building technologies;
- Knowledge of all ventilation and air conditioning equipment: water and cooled chillers, Air Handling Units, clean room AC maintenance;
- Knowledge of Building Management Systems;
- Knowledge of the implementation of energy saving initiatives;
- Aptitude for developing and maintaining collaborative relations with team members both within and outside the Judiciary;
- Familiarity with procedures, policies and legislation governing the machinery of government;
- Knowledge of computerized systems and software, with an emphasis on the MS Office suite and projects.

## **MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE**

- Associate degree in Electrical/Mechanical Engineering, Building Technology, Plumbing, Refrigeration & Air Conditioning or related field;

OR

- HEART NSTA NVQJ Level 3 in Electrical/Mechanical Engineering, Building Technology, Plumbing, Refrigeration & Air Conditioning or related field;

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AND

- One to Two years (1 – 2) years' experience working in an engineering or property management environment.

<b>SPECIAL WORKING CONDITIONS</b>
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- Work will be conducted in an office outfitted with standard office equipment and specialized software. The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions. However, there will be 90 percent traveling with considerable physical activity, which may involves:
  - Heavy physical work; heavy lifting, pushing, or pulling required of objects between 50 to 100 pounds.
  - Working in environments with some exposure to hazards or physical risks, which require following basic safety precautions.
  - Working in moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises

Applications accompanied by resume should be submitted **no later than Thursday, April 02, 2026**  
to:-

Senior Director, Human Resource Management and Administration  
Court Administration Division  
8<sup>th</sup> Floor, The Towers,  
25 Dominica Drive  
Kingston 5  
Email: [hrma@jamaicajudiciary.gov.jm](mailto:hrma@jamaicajudiciary.gov.jm)

Please note that we thank all for responding, but only short listed applicants will be contacted.