

BAHAMAS POWER AND LIGHT COMPANY LTD.
VACANCY NOTICE



VN.NO. 2024-31

FOREMAN

A vacancy exists in the Company for the position of **Foreman, Facilities Department**.

The Position

This job is located in the Field Operations Division with responsibility for overseeing the day to day construction and maintenance of buildings in the Division. Job duties include identifying, scheduling, planning and reviewing building repair work, and preparing time sheets, and monthly and annual departmental and budget reports.

Responsibilities of the position include, but are not limited to, the following:

- Planning general repair/maintenance work on a day to day and weekly basis;
- Organizing work crews based on the availability of staff. This involves discerning the amount of work, desired completion time, nature of tasks, skills needed, and dispatching work crews accordingly;
- Making budgetary recommendations to immediate supervisor. Requests include funds needed for materials, essential work tools and job supplies. Has supervisory responsibility for an annual operating budget;
- Directing subordinate staff and related work teams (including staff with lead responsibilities) to maintain work flow and achieve deadlines. Assigning tasks daily;
- Instructing staff on the Company's established guidelines and safety procedures. Ensuring that verbal instructions are fully understood;
- Assisting higher level supervisor with setting satisfactory work standards for the unit and ensuring that these standards are achieved by checking work in progress and at completion;
- Reviewing work completed by subordinates to ensure that assigned projects are satisfactory completed to the Company's established standards and the Unit's achievements are reviewed monthly;
- Counseling staff by resolving complaints and taking disciplinary actions when required. Seeking advice from higher level supervisor for addressing difficult behaviors;
- Appraising staff performance against established company standards on an annual basis;
- Performing other personnel functions such as recommends staff promotions.

Job requirements include:

- The completion of a Formal Apprenticeship or Technical School Program with 3 to 4 years' experience, or equivalent.
- Knowledge of building construction with the ability to read blue print drawings to plan and review building repair work.
- Good carpentry skills, good written and verbal communication skills to prepare project completion reports and interact with staff, co-workers and internal/external customers.
- Arithmetic skills to prepare time sheets and calculate measurements, and supervisory and interpersonal skills to direct staff in performing duties
- The ability to use specialized tools (squares, drills, saws) to affect construction.

Interested persons should apply to Afuture@bplco.com on or before: **August 16, 2024.**

Only candidates meeting the criteria will be contacted.