

# Maintenance Supervisor

*Ministry of Rural Development and Local Government*

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**Category:** Environmental, Health & Safety

**Location:** Maraval

**Employment Type:** Full-time

**Term:** Temporary

**Salary:** Concealed

**Closing Date:** 21 April 2026

## Job Description

The Maintenance Supervisor is required to oversee the tasks undertaken by the Maintenance Workers in maintaining public infrastructure. Key duties include scheduling work, ensuring safety compliance, managing equipment/material and assists with the preparation of the time sheets.

## Key and Critical Responsibilities

- Supervises the team of Maintenance Workers under their purview.
- Receives instructions from Municipal Corporation on tasks to be completed.
- Assigns tasks to the Maintenance Workers.
- Checks progress of work completed.
- Records the time in favor of the Maintenance Workers.
- Preparation of time sheets.
- Ensures tasks are completed based on measurements given.
- Ensures that the work produced by their team is of optimal value.
- Ensures that the Maintenance Workers wear the relevant personal protective equipment before initiating a task.
- Ensures that guidelines are followed while carrying out tasks in relation to safety regulations for a safe working environment.
- Updates their teams on the schedules given and dispatches equipment and manpower where necessary.
- Disseminates information to and from the Regional Coordinator and Maintenance Workers.
- Ensures proper storage and disposal of debris.

## Key Competencies

- Primary School Leaving Certificate.

## How to Apply

Applications must be submitted online through the EmployTT portal at <https://employtt.gov.tt>. Applicants must register or log in to apply for the position.