



Saint
Michael
& All Angels

138, St. Michael's Road,
Polwatte,
Colombo 3
112 343 471
secretary@stmichaelspolwatte.lk

POST OF MAINTENANCE OFFICER

- To be in charge of all equipment in the Church and the Office. Attend to all maintenance and repairs and have everything in good working order.
- To be in charge of keeping all facilities in working order of the buildings and the property of church, payment of utility bills and renewal of maintenance agreements.
- To coordinate all logistics for special services and events in the church and to inform the police and other concerned parties of such events.
- To keep a log of all maintenance/repair work requirements and update the Building Committee.
- To be in charge of the petty cash float for Church maintenance.

PERSONAL AND SKILLS PROFILE

- NCT or equivalent in Civil/Electrical Engineering (NVQ 4).
- Minimum of 5 years experience in building construction and maintenance, together with an understanding of electrical and plumbing installations relevant to buildings.
- Hands-on experience in maintenance of water pumps, maintenance of electrical systems in-order to maintain the buildings and property of the church in working order, preparing BOQ/SOWs, supervising sub-contractors.
- Good verbal and written communication skills, sound working knowledge of English and in computer skills such as MS Office are essential.
- Working knowledge of record keeping.
- Strong interpersonal skills and a team player with a positive attitude.
- Aged between 35 to 60 years.

If you feel this is the opportunity to realise your career, please forward your Resume including two non-related referees to:

The Vicar,
St. Michael and All Angels Church, Polwatte

via email:

vicar@stmichaelspolwatte.lk
on or before 25th March 2024.