



Job Description	Maintenance and Engineering Manager
Location	Antigua Cruise Port (ACP)
<p>Purpose of the Position</p> <p>Forming part of the Operations Team, the Maintenance and Engineering Manager shall perform duties related to the operational requirements of GPH (Antigua) Ltd./Antigua Cruise Port under general direction of the Director of Operations and Projects.</p>	
<p>Core Duties</p> <ol style="list-style-type: none"> 1. To supervise the maintenance team and manage routine departmental administrative functions including the preparation of budgets. 2. Have oversight and perform engineering and maintenance duties associated with planning, design, construction, and maintenance of assets including buildings, drainage systems, retail areas, car parks, traffic movement areas, and others for improving the core businesses. 3. Develop and execute project plans, in conjunction with consultant engineers as necessary, to meet demands and requirements of the same while adhering to quality control, design specification and safe working principles. 4. Ensure project documents, including revisions are current, detailed, completed, and appropriately filed. 5. Effectively communicate project requirements with service providers and management while having an appreciation for tactfulness and the sensitivity of information. 6. Ensure clear expectations and guidelines are established with service providers and internal customers; communicating and updating all for the effective management of projects. 7. To assist with engineering designs and concepts, project management, surveying, consultancy, construction inspection, cost estimating and overseeing maintenance programs. 8. To prepare terms of reference, assist with contracting and review inputs of external engineers engaged by Antigua Cruise Port as required. 9. To assess and submit design drawings on behalf of Antigua Cruise Port to ensure compliance with project designs. 10. To oversee modifications of the facilities including obtaining estimates on equipment, labour, material and other such related costs and requirements. 	

Skills and Knowledge

Essential

1. Bachelor's Degree in Civil Engineering or a closely related field
2. 5 years' experience as a Maintenance Manager or Engineering Manager
3. Previous responsibilities for design, construction and maintenance of complex public facilities
4. Knowledge and experience in planning and managing port-related projects
5. Knowledge of contract management
6. Knowledge of public procurement processes
7. Knowledge of building code regulations of Antigua and Barbuda

NOTE: This job description is not exhaustive and amendments and additions may be required in line with future changes in policy, regulation or organisational requirements.

All applications are to be submitted by September 15, 2022, to veryssam@antiguacruiseport.com.