



Job Description

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Job Title Maintenance Officer	Job Location Dar es Salaam	Category -
Job Type Full Time	Job level Intermediate	Industry Entertainment

Open to Expatriates
Only Open to Tanzanian Nationals

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Entertainment: 2 Years
Secondary Industry -	Primary Category -	Secondary Category -
Certificate -	Qualification -	

Summary

The Maintenance Officer plays a critical role in ensuring the smooth operation and upkeep of facilities. This role involves receiving, storing, and distributing stock, performing routine maintenance tasks, and maintaining a safe and well-functioning environment.

Responsibilities

General Maintenance

- Perform basic repairs including plumbing, electrical, and carpentry under supervision.
- Address minor issues such as replacing light bulbs, fixing leaks, and unclogging drains.
- Assist in cosmetic repairs like painting and patching walls.

Equipment and System Checks

- Conduct routine checks of lighting and plumbing systems.
- Report malfunctions or irregularities to the manager.

Facility Upkeep

- Ensure common areas are clean, safe, and well-maintained.
- Monitor landscaping, parking areas, and exterior features for upkeep.

Inventory and Tools Management

- Maintain and manage an inventory of tools, equipment, and supplies.
- Assist in ordering and stocking maintenance materials.

Safety Compliance

- Follow safety guidelines when handling tools and machinery.
- Support the implementation of safety measures to ensure a secure working environment.

Team Collaboration

- Work closely with senior maintenance staff to complete larger projects.
- Respond promptly to maintenance requests from staff or tenants.

Education & Qualifications

- Degree or Diploma in facility management or similar related fields.
- Basic knowledge of building maintenance and repair.
- Ability to use hand tools and basic power tools.
- Strong attention to detail and problem-solving skills.
- Good communication and teamwork abilities.
- Willingness to learn and take on new tasks.
- Knowledge of logistics and warehousing principles.
- Knowledge of e-warehousing tools including databases.

Requirements

Minimum of 2 years of experience in a facilities maintenance.

Characteristics

- **Accountability:** Takes responsibility for actions and learns from mistakes.
- **Integrity:** Adheres to policies, maintains confidentiality, and sets a positive example.
- **Teamwork:** Supports team efforts and works towards common goals.
- **Respect & Professional Excellence:** Upholds professional standards, respects others, and seeks continuous improvement.
- **Trust:** Protects company assets and information.

Driving Licence

Not Required

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