LB05104
MAINTENANCE AGENT

Level 2

Reports to (Hierarchical)
Logistics Supervisor

Reports to (Functional)
Logistics Supervisor

Job Family
Logistics and Supply

Main Purpose
Perform repair / maintenance / construction works, according to the supervisor's instructions and **MSF** standards, in order to ensure proper operations and prevent faults / deterioration of **MSF** equipment / installations / infrastructures.

Accountabilities
- Carry out all minor works (construction, repairs, etc.) requested by the line manager, as well as any task identified by the employee and approved by the line manager.
- Perform regular maintenance of **MSF** installations / equipment / infrastructures (base, house, store, warehouse, health centre, hospital, etc.), particularly in line with a preventive maintenance plan (procedures to follow, schedule, etc.).
- In the event of faults / deterioration, diagnose the problem and propose possible solutions to the line manager and/or technical adviser.
- Perform any necessary tests / checks to confirm the proper operation of the installation or equipment after repair.
- Ensure effective management, protection and care of work tools (including site installations under the employee's supervision) and keep the workshop tidy.
- Ensure that there are adequate stocks of consumables and materials for minor repairs and manage those stocks; placing orders in time.
- Keep all documents related to installations / equipment / infrastructures in order and update them regularly.
- Immediately inform the line manager of any problems that arise in the course of the work, particularly with regard to damage, loss, theft or attempted break-ins.
- Assist logistics department for any related work needed.

Education
Literacy essential.

Experience

Previous experience desirable

Language Level Description
A2 Basic User
Waystage or elementary

- Can understand sentences and frequently used expressions related to areas of most immediate relevance (e.g. very basic personal and family information, shopping, local geography, employment).
- Can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar and routine matters.
- Can describe in simple terms aspects of his/her background, immediate environment and matters in areas of immediate need.

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