



# British Virgin Islands Health Services Authority

## Vacancy Notice No. 13 of 2026

### MAINTENANCE OFFICER

The BVI Health Services Authority (a client-centered healthcare organization) invites qualified and professional applicants for the position of **Maintenance Officer**. The Maintenance Officer is responsible for assisting with the routine maintenance and repairs of the hospital facilities, equipment and its surroundings. This role helps ensure the smooth day-to-day operation of clinical services by maintaining the efficient functioning of electrical, mechanical, and plumbing systems.

#### **PRIMARY DUTIES & RESPONSIBILITIES** *(included but not limited to):*

1. Assist with preventative maintenance schedule as recommended by the manufacturer for bio-medical and plant equipment.
2. Carries out repairs of biomedical and plant equipment as the need arises.
3. Ensures that the entire facility including equipment and physical structures is always ready for day-to-day use.
4. Ensure that there are always adequate utility supplies and to provide an increase as needed.
5. Performs manual duties as requested (i.e., moving supplies or furniture, replacing light bulbs, or scrap material).
6. Performs maintenance on equipment and systems as required.
7. Identifies and performs basic repairs of plumbing leaks or breaks; opens clogged lines and drains; replaces seals and other minor parts; maintains, replaces and repairs hot water heaters and other appliances.
8. Maintains the Clinic Grounds and ensures landscaping is uniform with a satisfactory appearance.
9. Assemble, install or repair wiring, electrical or electronic components.
10. Carry out maintenance duties throughout the Clinic.
11. Maintain medical gas services by ensuring correct stocking levels of cylinders and bulk.
12. Performs any other related duties as assigned by supervisor or director.

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#### MINIMUM REQUIREMENTS:

##### Educational/Training Requirements

- High School Certificate or completion of two-years training at a vocational/technical institution.  
Or
- Minimum of five (5) years trade experience (with High School Certificate) or minimum of three (3) years trade experience (with vocational/technical training).

##### Knowledge, skills and abilities

- ❖ Basic carpentry, masonry, plumbing and other trades.
- ❖ Ability to work independently.

##### Physical Demands

- ❖ The work environment is representative and typical of similar jobs in comparable organizations and ranges from the office to the warehouse and to the stock locations.

##### Work Environment

- ❖ The physical demands are moderate to heavy and typical of similar jobs in comparable organizations

**SALARY:** \$27,216.00 - \$35,376.00

**CLOSING DATE:** 7<sup>th</sup> July 2026

To apply, please send curriculum vitae (resume) to:  
Human Resources Manager, BVI Health Services Authority, P. O. Box 439, Road Town, Tortola VG1110, British Virgin Islands  
E-mail address: [employment@bvihsa.vg](mailto:employment@bvihsa.vg)