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## **LB05104**

### **MAINTENANCE AGENT**

**Level 2**

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#### **Reports to (Hierarchical)**

Logistics Supervisor

#### **Reports to (Functional)**

Logistics Supervisor

#### **Job Family**

Logistics and Supply

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#### **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.

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#### **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.
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#### **Education**

Literacy essential.

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# Experience

Previous experience desirable

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