



**HUMAN RESOURCE MANAGEMENT DEPARTMENT**  
**OFFICE OF THE PRIME MINISTER**  
**FEDERATION OF SAINT CHRISTOPHER AND NEVIS**

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2<sup>nd</sup> July 2025

Cabinet Secretary  
Financial Secretary  
Director of Audit  
Permanent Secretaries

**VACANCY NOTICE – VEHICLE MAINTENANCE DIVISION**

The Human Resource Management Department on behalf of the Ministry of Public Infrastructure et al, wishes to invite suitably qualified persons to fill the position of **Vehicle Maintenance Manager at the Public Works Department**.

The **Vehicle Maintenance Manager** provides overall management of the vehicle maintenance division's day to day operation. Responsible for ensuring vehicle records and history files are properly maintained. Responsible for developing procedures and practices to obtain department goals. Oversees maintenance and preservation of all government-owned vehicles. Responsible for supporting all government Ministries.

**Supervision Received**

Position receives direction from the Director of the Public Works Department.

**Supervision Exercised**

Provides supervision to the Chief Foreman Mechanic, Foremen, mechanics, and administrative staff.

**Duties and Responsibilities**

- Evaluate work and conduct performance evaluations, counselors' employees on matters of exceptional and deficient performance and work behavior.
- Conduct group meetings to discuss goals, facilitate communication, and resolve problems within the workplace.
- Ensure the provision of adequate vehicles and equipment to meet operating and maintenance needs.
- Manage the repair and maintenance activities of all vehicles.
- Monitor repair procedures and documentation to ensure safe and effective repairs are accomplished.
- Determine needs and procure the appropriate tools, equipment, supplies and training necessary for shop operations.
- Provide quality assurance upon completion of requested repairs. Review repairs on vehicles and ensure repairs are correctly stated on work orders and filed for historical data.
- Ensure standard operating procedures are developed, undated and followed. Ensure shop safety rules are followed.
- Any other duties as assigned.

**Minimum Qualifications and Experience**

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Government Headquarters ♦ P O Box 186 ♦ Church Street ♦ Basseterre ♦ St Kitts

Telephone (869) 465 – 2521      Fax (869) 466 – 3490      E-MAIL: [humanresources@govt.kn](mailto:humanresources@govt.kn)



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- Bachelor's Degree in Automotive Engineering

**Knowledge & Skills**

In addition to the requirements above, the post holder must have the following skills:

- Ability to handle conflict in a mature manner with the aim of reaching a speedy resolution.
- Communicates well through written and verbal modes.
- Demonstrates strong management and leadership skills.
- Skill and ability to provide oversight to ensure proper diagnostic and repair of vehicles and heavy equipment and to provide training and development to improve skill sets of current employees.
- Has a demonstrated capacity for analysis and critical thinking.
- Is an independent thinker.
- Is highly self-motivated and possesses an exceptional work ethic.

Salary: K33-K36 (\$59,340-\$66,660) per annum

Applications must be accompanied by:

- Letter of Application
- Civil Service Form with photo and copy of birth certificate.
- Curriculum Vitae
- Police Record
- Official academic certificates, transcripts, and other relevant documents (certified copies)
- Two (2) references with telephone and e-mail addresses and should be addressed to:

**Permanent Secretary**  
**Ministry of Public Infrastructure, Energy & Utilities; Domestic Transport**  
**P.O.Box 186**  
**Water Services Department**  
**Needsmust, Basseterre, St. Kitts**

**Or**  
**Email: [Daryll.loyd@govt.kn](mailto:Daryll.loyd@govt.kn)**

The deadline for receipt of applications is **24<sup>th</sup> July 2025**.