

MWSS Regulatory Office is hiring!

BUILDING MAINTENANCE TECHNICIAN
(Contract of Service: PHP 31,700/month)

QUALIFICATION:

- Bachelor's degree relevant to the job
- 1 year of relevant experience
- 8 hours of relevant training

JOB DESCRIPTION:

- Develops, executes, and assesses preventive maintenance plans and programs on a periodic or quarterly basis for the MWSS RO Building and its facilities
- Coordinates and carries out regular inspections to evaluate the condition of facilities and equipment, providing recommendations for necessary maintenance work
- Ensures that all building facilities and equipment are consistently well-maintained, free from hazards, and in optimal condition
- Manages and updates relevant records, including periodic reports on building maintenance and its facilities
- Performs other related duties and responsibilities as may be assigned from time to time



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All interested and qualified individuals regardless of age, sex, sexual orientation, gender identity, civil status, disability, religion, ethnicity, or political affiliation are encouraged to apply.

REQUIREMENTS:

Qualified applicants should signify their interest in writing. They should attach the following documents to the application letter and send these not later than **12 February 2024**:

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212) and Work Experience Sheet (WES), which can be downloaded at www.csc.gov.ph
2. Performance rating in the last rating period (if applicable)
3. Transcript of Records, Diploma, and Certificate of units earned in MS/MA or equivalent (if applicable)
4. Learning and Development certificates



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QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

RAMON A. JAVIER

Department Manager for Administration
Metropolitan Waterworks and Sewerage System Regulatory Office
Katipunan Avenue, corner H. Ventura Street, Barangay Pansol, Balara, Quezon City
personnel@ro.mwss.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

