



**MWSS REGULATORY OFFICE
IS HIRING!**

OPEN POSITION

BUILDING MAINTENANCE OFFICER

(Contract of Service: 31,700.00/month)

DEADLINE OF APPLICATION: 18 MARCH 2024

For all vacant positions which are open for application, please visit
<https://ro.mwss.gov.ph/careers/>



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METROPOLITAN WATERWORKS & SEWERAGE SYSTEM
REGULATORY OFFICE



BUILDING MAINTENANCE OFFICER

**CONTRACT OF SERVICE:
PHP 31,700.00/MONTH**

QUALIFICATIONS

- Bachelor's degree relevant to the job
- 1 year of relevant experience in building maintenance and property management
- 8 hours of relevant training

JOB DESCRIPTION

- Oversees periodic or quarterly preventive maintenance plans and repair activities of the MWSS RO Building and its facilities
- Conducts regular inspections to evaluate the condition of facilities, and addresses the issues promptly
- Ensures that all building facilities and office equipment are consistently well-maintained, free from hazards, and in optimal condition
- Understands and applies building codes, regulations, and safety standards
- Operates building systems such as heating, ventilation, and air conditioning (HVAC), plumbing, electrical, and security
- Assists in budgeting and purchasing activities of building equipment and supplies
- Maintains pertinent building documents and other relevant records
- 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 **18 March 2024**:

- 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
- Performance rating in the last rating period (if applicable)
- Transcript of Records, Diploma, and Certificate of units earned in MS/MA or equivalent (if applicable)
- Learning and Development certificates

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, Brgy. Pansol, Quezon City
personnel@ro.mwss.gov.ph

**APPLICATIONS WITH INCOMPLETE DOCUMENTS
WILL NOT BE ENTERTAINED.**



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