



CIRCULAR NO. 11/2020
File No. 310/04 III

8th June, 2020

Chief Executive Officers

Sir/Madam

Chief Executive Officers are asked to invite applications from suitably qualified persons to fill the vacant posts of **Building Officer (SOG/ST 5)** in the **St. Mary Municipal Corporation (1 post)** and **St. Thomas Municipal Corporation (2 posts)** salary range \$1,271,811 – 1,511,784 per annum and any allowance (s) attached to the post:

Job Purpose

Under the general direction of the Chief Executive Officer, through the Superintendent, Directorate of Technical Services (Roads and Works), the Building Officer shall enforce, guide and promote orderly Building and Development activities within the parish as stipulated within the Building Act 2018, Development Order and Town and Country Act 1957.

Job Responsibilities

Management/Administrative Responsibilities:

Compiles schedule of building applications being recommended to the Corporation for approval or disapproval:

- Drafting recommendations for approval of building plans submitted and presents same to the Superintendent (Roads & Works) for his/her scrutiny and or corrections if necessary, before plans are passed to the Corporation's Chief Executive Officer for presentation to the Building and Town Planning Committee.
- Advising Corporation on the technical and specialized aspects of Building Construction, whenever required;
- Receiving and assessing Building Applications and Subdivision applications;
- Preparing estimates and contract documents for work to be done on Corporations Buildings;
- Attending meetings as instructed by Superintendent, Roads and Works e.g. Building and Development, Poor Relief, Disaster Preparedness Committee etc;
- Preparing payment vouchers for work done;
- Inspecting and making recommendations for retentions to be paid for work done;
- Monitoring the movements of Building Applications from Registry at the Corporation to Medical Officer of Health Office;
- Preparing drawing specifications for all building works, proposed by the Corporation;
- Forwarding information regularly and on time so that a proper report to the relevant Committee Meetings can be done in written form;
- Submitting to the Superintendent at least three (3) days before Committee Meetings can be done in written form.
- Monitoring activities of Watchmen at the Corporation's Building;
- Any other relating duties which may be assigned by the Superintendent, Roads and Works or any other senior Officer vested with his/her administrative authority.

Technical/Professional Responsibilities

- Making site visits and making recommendations for building approvals;
- Checking excavation to ensure that depths and widths are as shown on approvals plans;
- Carrying out steelwork inspections on approved structures sites;
- Measuring the width, length and gradient of roadway, sidewalk, kerb wall and the installation of fire hydrants, water and sewage lines in case of subdivisions;
- Monitoring and supervising work done on Corporation's Building.
- Carrying out investigation in respect of reports on any illegal construction of buildings, use of site zoned for specific land use, erection of advertisement signs and bill boards, etc. for approval not given by Corporation;
- Executing Stop Orders and Enforcement Notices on persons carrying out illegal building Operations;
- Making periodical checks on illegal structures to ensure that the persons abide by Notices served on them;
- Monitoring activities of Life Guards at Public Beaches;

Key Competencies

- Good oral and written communications skills
- Tact and ability to get along with others
- Excellent interpersonal skills
- Good negotiation skills
- Sound knowledge of Government Procurement Guideline and Financial Administrative and Audit Act;
- Good time management skills
- Be thorough in carrying out duties
- Fair knowledge of roles and functions of all Departments of the Corporation

Required Qualifications and Experience

- Degree/Diploma in Building Construction or Architectural Technology
- Minimum of two (2) years supervisory experience in carrying out major infrastructure work.

Working Conditions associated with job

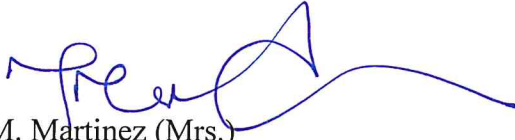
Officer may encounter high-risk situations, especially with serving Stop and Enforcement Notices on illegal buildings and legal matters that may arise.

Applications accompanied by resumes should be submitted **no later than 3rd July, 2020 to:**

**Secretary
Local Government Services Commission
Office of the Services Commissions
Ministry of Finance and the Public Service Complex
2nd Floor, G Block
30 National Heroes Circle
Kingston 4**

Please note that only short-listed applicants will be contacted.

Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Municipal Corporation and brought to the attention of all eligible officers.

A handwritten signature in blue ink, appearing to read 'M. Martinez', with a long, sweeping horizontal line extending to the right.

M. Martinez (Mrs.)
Secretary
Local Government Services
for Chief Personnel Officer

Chief Executive Officer:

KSAMC, Portmore, St. Thomas, Portland, St. Mary, St. Ann, Trelawny, St. James, Hanover,
Westmoreland, St. Elizabeth, Manchester, Clarendon, St. Catherine

