



CIRCULAR NO. 10/2019
File No. 310/04 IV

1st June, 2020

Chief Executive Officers

Sir/Madam

Chief Executive Officers are asked to invite applications from suitably qualified persons to fill the post of City Engineer, (SOG/ST 8) (**Not vacant**) at the Kingston and St. Andrew Municipal Corporation, salary range: **\$2,457,386-2,921,059** a year and any allowance(s) attached to the post.

Job Purpose: -

The City Engineer is the Chief Technical Advisor to the Kingston and St. Andrew Corporation and serves the needs of both Corporation and Municipality. Under the supervision of the Chief Executive Officer, the City Engineer performs supervisory and administrative duties in planning and coordinating the operation of Engineering/technical services.

Key Responsibilities: -

1. Development approvals and Monitoring

- Receiving applications
- Checking the applications and associated documents
- Assigning file numbers
- Calculation of fees
- Payment of fees
- Technical evaluation of applications
- Submission to Building Committee
- Stamping and signing of documents
- Providing applicants with stamped documents
- Storage of duplicate of approved documents
- Monitoring of the construction phase of approved developments
- Award of certification of final completion
- Post construction monitoring of facilities

2. Monitoring and Control of Dangerous Structures (including derelict buildings)

- Receiving information regarding possible dangerous structures
- Encountering possible dangerous structures in the field
- Investigation of dangerous structures
- Preparing Investigation Report
- Suring up and secure the dangerous structure
- Prepare and serve notice to evacuate premises
- Preparing and serve demolition notice
- Demolishing structure
- Recovering costs

3. Municipal Properties (Maintenance, Rehabilitation, Development of Empty Lots, Re-Construction)

- Receiving reports of problems/requirements with respect to Municipal Property
- Carrying out the necessary preliminary studies

- Formulation of strategies pertaining to use and development of Municipal Property
- Prepare terms of references for the procurement the necessary expertise
- Carrying out inspection of Municipal Properties
- Preparing inspection reports
- Developing program for development of properties
- Development program for maintenance and rehabilitation of Municipal properties
- Preparing tender/quotation documents for required works
- Carrying out contract administration
- Develop status and progress report

4. Municipal Equipment (Maintenance and Procurement)

The above relates to the equipment present in all Municipal buildings and Institutions

- Equipment Inventory
- Inspection of equipment
- Evaluation of inspected equipment
- Preparing inspection and evaluation reports
- Preparing equipment maintenance and repair programs
- Preparing equipment procurement proposals/terms of reference
- Inviting and awarding tenders and/or contracts
- Performing contract supervision
- Preparing progress reports

5. Roads, Drains and Associated Infrastructure (Maintenance, Rehabilitation, Re-construction)

- Development strategies for roads, drains and associated infrastructure
- Receiving reports of problem/requirements with respect to roads, drains and associated infrastructure
- Preparation of an inspection schedule
 - Create infrastructure list for inspection resource
 - Distribute to the relevant personnel
- Carrying out inspections
 - Collect inspection forms
 - Access site
 - Carry out component checks
 - Check the condition of each infrastructure component
- Preparing inspection reports
 - Assemble information obtained
 - Include comments and recommendation as to:
 - Necessary works to be done
 - The need for further technical evaluations
- Carrying out the necessary technical evaluations and analysis
 - Perform engineering inspection
 - Capture relevant detailed site information
 - Determine the necessary design standards and/or criteria
 - Perform analysis
 - Determine scope of necessary repairs/upgrading works
 - Develop the necessary working details for proposed works
 - Draft the necessary working details

- Preparing specifications for the necessary works determined by inspections and/or technical evaluations
 - Select specifications from handbooks of standard specifications
 - Develop specifications where necessary
 - Draft specifications
- Develop work programs for roads, drains and associated infrastructure
 - Rationalize scope of works into list of work items
 - Determine cost and time estimates for the required work items
 - Draft work program report
 - Determine importance of works from establish criteria
 - Assign importance relating to works
 - Prepare work program listing
- Prioritize work programs
 - Sort work program list in importance rating order
- Select work programs for execution
 - Submit prioritize work program list to Corporation
 - Prepare adjusted work program list
 - Determine available funds
 - Shortlist work programs to accommodate available funds
 - Divide work program list into quarterly segments

Note: Capability to take on emergency work will depend on the availability of emergency funds

- Prepare tender/quotation documents for required works
 - Prepare terms of contract
 - Prepare blank/bill of quantities
- Assemble contract documents comprising the following;
 - Terms of contract
 - Un-priced bill of quantities
 - Working details
 - Specifications
- Carry out contract award process
 - Invite tenders/quotations
 - Evaluate tenders/quotations based on established criteria
 - Select winning tender/quotation
 - See to the signing of contract
- Perform contract administration
 - Obtain and evaluate contractor's proposed work schedules
 - Discuss/modify proposed work schedules
 - Develop communications protocol
 - Implement communications protocol
 - Develop reporting protocol
 - Implement reporting protocol
 - Develop works control procedures
 - Implement works control procedures
 - Develop quality control procedures
 - Make daily site diary entries
 - Prepare weekly/fortnightly progress reports
 - Report on emergency situations
 - Develop emergency recommendations/variations
 - Determine remedial works
 - Implement remedial works
 - Verify progress invoices
 - Process progress payments

- Prepare monthly/quarterly reports and projections
 - Prepare and draft status reports on all programs identified for a given month/quarter
 - Develop recommendations regarding subsequent month/quarters

The above includes the following activities:

- Prepare terms of reference for the procurement of the necessary expertise

Knowledge, Skills & Abilities: -

- Must have strong leadership skills and be able to mentor public service employees
- Must possess exceptional communication skills, both written and oral, and be comfortable with speaking in front of large groups
- Must be able to multitask and attend carefully to details of bureaucratic work
- Must be familiar with policies and regulations governing public administration and execution of duties

Required Qualification and Experience: -


- Bachelors of Science Degree in Construction Management, Construction Engineering, Civil Engineering or
- Professional Engineering;
And
- A minimum of five (5) years' experience

Applications should be submitted no later than the **19th June, 2020** to:

**Secretary
Local Government Services
Ministry of Finance and Planning Complex
2nd Floor, "G" Block
30 National Heroes Circle
Kingston 4**

Only shortlisted candidates will be contacted for interviews.

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.


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

c: Permanent Secretary
Ministry of Local Government and Community Development