



CIRCULAR NO. 16/2020
File No. 310/04^{IV}

29th July, 2020

Chief Executive Officers

Sir/Madam

Chief Executive Officers are asked to invite applications from suitably qualified persons to fill the post of **Municipal Engineer (SOG/ST 7) (vacant)** in the **City Municipality of Portmore** salary range \$2,028,736–2,411,529 per annum and any allowance(s) attached to the post:

Job Purpose

Under the general direction of the Chief Executive Officer, the incumbent is responsible for the overall supervision of the engineering functions of the Municipality. She/he will be responsible for the passing of all plan implementation and design. The incumbent will direct the Human Resources of the Engineering Department in achieving the mandate of the Municipality by assigning and supervising clean-up activities and other projects with the Municipality of Portmore. She/he is also responsible for the posting and reviewing of bids and recommending to the Procurement Committee the viability of bids for the Municipality.

Job Responsibilities

- Ensuring the adequate provision of garbage collection and sweeping streets.
- Ensuring the satisfactory provision of street lighting through the monitoring and timely reporting of outages.
- Preparing an inventory of road maintenance and rehabilitation road works needed to be carried out.
- Liaising with the Superintendent of Roads and Works for the Parish in obtaining approval for work programmes for the maintenance of roads (including canals, drains and gullies) and other infrastructure works carried out in the Municipality.
- Monitoring all infrastructure works to be carried out in the Municipality.
- Monitoring and reporting on the status of roads, bridges and culverts on a periodic basis.
- Developing and maintaining parks, verges, green areas and median strips.
- Regulating and monitoring all road traffic functions of the Municipality.
- Monitoring the erection/modifications to buildings (including usage) and subdivisions.
- Liaising with the Director responsible for Planning, Development and Environment and the Chief Executive Officer regarding action to be taken to rectify breaches falling under the Town and Country Planning Act.
- Enforcing all Municipal Regulations. These would include breaches under the Town and Country Planning Act, the Building Act, the Towns Nuisance Prevention Act, the Parochial Market Laws, the Licenses on Trade and Business Act, the Road Traffic Act and the Municipalities.
- Developing plans and programmes to carry out the annual work of the Division.
- Implementing the plans and programmes approved by the Municipality under the budgetary process.
- Monitoring the work and staff of the Division on an ongoing basis and carry out periodic evaluation as required.
- Providing reports and professional advice to the Chief Executive Officer, Mayor and Municipality on all technical matters relating to the Division.
- Liaising with Citizen Organizations, NGO's, Private Sector bodies, Local and Central Government organizations regarding matters affecting the Municipality.
- Carrying out duties as Secretary to the infrastructure and Enforcement Committee and providing professional advice, where necessary.
- Performing another related duty assigned by the Chief Executive Officer and/or Municipality.

Key Competencies

- Be proactive
- Be a team player and extremely flexible
- Possess excellent interpersonal skills
- Be highly motivated
- Possess the ability to work on own initiative
- Be goal and detailed oriented

Required Knowledge

- A strong Engineering background
- Extensive knowledge of draughting and design
- Knowledge of all relevant Acts relating to the delivery of Local Government services and development in the parish
- Working knowledge of major computer applications, including CAD and GIS software

Required Qualifications and Experience

- Bachelors's Degree in Engineering or Draughting and Design, plus three (3) years relevant work experience with at least one year at a managerial level.

Special Conditions Associated with Job

- Incumbent may be exposed to harsh environmental conditions
- Moderate travel across island
- Extensive travel across Municipality

Applications accompanied by resumes should be submitted **no later than 21st August, 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.



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