



CIRCULAR NO. 18/2020
File No. 310/04 III

27th October, 2020

Chief Executive Officers

Sir/Madam

Chief Executive Officers are asked to invite applications from suitably qualified persons to fill the vacant post of Building Technician (SOG/ST 3) at the Kingston & St. Andrew Municipal Corporation, salary range: **\$918,981-1,092,379** a year and any allowance(s) attached to the post.

Job Purpose: -

Under the general supervision of the City Engineer, the Building Technician has responsibility for assisting the development process (commercial and residential) in accordance with the appropriate statutes, regulation, by-laws and policies.

Key Responsibilities: -

- Assisting in assessing development applications (commercial and residential)
- Conducting site visits and consultations in relation to (1) above
- Investigating breaches
- Preparing breach reports and attending at Court regarding said breaches
- Assessing applications for advertisement
- Interfacing with the public in an advisory capacity
- Attending meetings as directed
- Performing any other duty assigned by the City Engineer from time to time in the exigencies of the service

Knowledge, Skills & Abilities: -

- Knowledge of building principles and practices, including pertinent specialties
- Knowledge of effective writing techniques
- Oral communication and interpersonal skills to explain rules and procedures clearly to the public
- Problem-solving skills to gather relevant information to assist in solving practical problems
- Ability to review plans and apply provisions of the Acts, Order and policies to determine compliance with same and make recommendations for approval/refusal
- Ability to work on several projects or issues simultaneously

- Ability to work independently or in a team environment as needed
- Ability to use interactive computer systems to aid applicants in the submission of applications
- Process in-depth knowledge of Microsoft Office Suite
- Must have sound knowledge of the various development application process

Qualifications/Experience: -

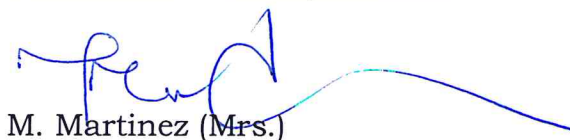
- Certificate/Diploma in Building Construction of Architectural Technology
- Experience in interpreting maps, subdivisions, building plans and other spatial plans
- Minimum of one (1) year experience in the building construction/architectural field

Applications should be submitted no later than the **13th November, 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