



CIRCULAR NO. 6/2021
File No. 310/04 III

22nd January, 2021

Chief Executive Officers

Sir/Madam

Chief Executive Officers are asked to invite applications from suitably qualified persons to fill the post of **Building Officer (SOG/ST 5) (Not Vacant)** in the **St. Catherine Municipal Corporation** salary range \$1,271,811 – \$1,511,784 per annum and any allowance(s) attached to the post:

Job Purpose:

Under the direction of the Superintendent the Building Officer is responsible for the review of building applications, the provision of recommendations on the suitability of the same and monitoring of approved building projects to ensure that the terms and conditions of approvals are maintained and that regulations are followed.

Job Responsibilities:

1. Reviewing and making recommendations on building applications
2. Preparing and submitting site inspection reports on all building/planning applications received
3. Monitoring construction activities to ensure compliance with approved conditions/specifications within the Building Act/Codes
4. Identifying breaches of the Building Act/Code and initiate enforcement activities as needed
5. Preparing and issuing Stop Orders, Enforcement Notices, Seeking of injunctions, etc
6. Ensuring that building applications are processed within stipulated deadlines
7. Issuing Certificates of Compliance and occupancy Certificates as required
8. Ensuring that all pre-requisite for sub-division and building applications are complied with
9. Performing any other duties that may be assigned

Performance Standards

1. Recommendation that will lead to improvement in the quality and safety of the physical infrastructure of the parish
2. Effective monitoring and evaluation systems to assess the implementation of relevant programmes and strategies are in place
3. Targets and bench marks are achieved consistently
4. Confidentiality and integrity are exercised

Key Outputs

1. Recommendations on the approval, denial or modification of applications for the construction of physical structures
2. Effective strategies, programmes and project plans to be implemented in ensuring the compliance of developments with approval terms and conditions and with relevant legislation/regulation
3. Monthly reports on the effectiveness of operations, as well as the issues that have emerged and the status of efforts to resolve the same

Required Competencies

1. Excellent knowledge of relevant laws and regulations
2. Sound analytical, problem solving and decision-making skills
3. Excellent organization and follow-up skills
4. The ability to be pro-active in identifying potential concerns and follow-up to resolve such issues as is required.
5. Excellent interpersonal skills

- 6.Demonstrates honesty, integrity and sound judgement
- 7.Excellent time management skills

Qualification:

Minimum requirements for entry into the service with a Diploma/Degree in Building Construction or Architectural Technology

Required knowledge and Experience:

Minimum of two (2) years supervisory experience in carrying out major infrastructure work

Applications accompanied by resumes should be submitted **no later than 5th February, 2021** 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