



CIRCULAR NO. 30/2020
File No. 310/04 ^{III}

28th December, 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) (2 posts)** in the **Trelawny Municipal Corporation** salary range \$1,271,811 – \$1,511,784 per annum and any allowance(s) attached to the post:

Job Purpose:

To enforce, guide and promote orderly Building and Development activities within the parish as stipulated within the Development Order and Town and Country Act 1957.

Job Responsibilities:

1. Receives and assesses Building Applications and Subdivision applications
2. Executes stop, enforcement and encroachment Notices on persons carrying out illegal buildings and other structures
3. Prepares Estimates/Bill of Quantities and Contract documents for work to be done on Corporations buildings
4. Makes site visits and recommendations for building approvals
5. Carries out steelwork inspections on approved buildings and other structures on sites
6. Monitors and supervises work done Corporation's buildings
7. Attends meetings as instructed by Superintendent, Roads and Works e.g. Physical Planning, Environment & Employment & Development, Poor Relief, Disaster Preparedness Committees etc.
8. Prepares payment vouchers for work done
9. Inspects and makes recommendations for retentions to be paid for work done
10. Monitors activities of Life Guards at Public Beaches
11. Prepares drawings and specifications for all building works, proposed by the Corporation
12. Monitors activities of Watchmen at the Municipal Corporation's Building
13. Forwards information regularly and on time so that a proper report to the relevant Committee Meetings can be done in written form
14. Submits to the Superintendent, Roads and Works at least three (3) days before Committee Meeting all processed plans for building and other relevant information, after site inspections are carried out along with monthly Building Officer's Report of activities that was done during the month
15. Makes periodical checks on illegal structures to ensure that persons comply with Notices served on them
16. Promotes orderly development within the parish as it relates to the Corporation's Laws and By-Laws and to ensure that land listed in Development Order for the parish is used only for what is specified
17. Attends meetings of Non-Governmental Organizations, neighbourhood watch and other community-based organizations, representing the Superintendent, Roads and Works.
18. Supervises Mechanical Unit Operators/Drivers
19. Inspects Early Childhood institutions
20. Inspects places and Amusement
21. Conducts Burial Site Inspections on Family Plots
22. Inspects Villas/Resorts for annual TPDCO licensing
23. Monitors Public Cemeteries and Cemetery Keepers
24. Enforces and monitors the International Building Codes, Building Act, etc. and other Regulations
25. Investigates complaints made by residents concerning any development in the Parish.
26. Monitors and enforces orderly development/s and give advice to persons as it relates to the procedure in carrying out development/s throughout the Parish.

Qualification:

Diploma/Degree in Building Construction or Architectural Technology

Required knowledge and Experience:

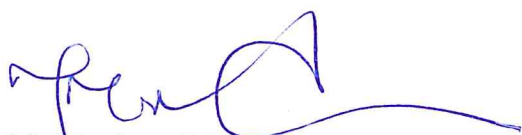
Minimum of two (2) years supervisory experience in carrying out major infrastructure work

Applications accompanied by resumes should be submitted **no later than 22nd January, 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