



**CIRCULAR NO. 10/2021**  
**File No. 310/04 III**

1<sup>st</sup> February, 2021

**Chief Executive Officers**

**Sir/Madam**

Chief Executive Officers are asked to invite applications from suitably qualified persons to fill the vacant post of **Assistant Superintendent (SOG/ST 4)** in the **Westmoreland Municipal Corporation** salary range \$1,061,136 – 1,261,358 per annum and any allowance(s) attached to the post:

***Job Purpose:***

Under the direct supervision of the Superintendent of the Westmoreland Municipal Corporation the Assistant Superintendent is responsible to supervise the Works Overseers and oversee the implementation of work.

***Main Responsibilities:***

- Supervising the Works Overseers, Roads and Works in the implementation of work programmes
  - Preparing estimates for repairs to:
    - ✓ Municipal Corporation Building
    - ✓ Minor Water Supplies
    - ✓ Drains, kerb and channels
    - ✓ Public Sanitary Conveniences
    - ✓ Roads
    - ✓ Bridges
    - ✓ Walls
  - Assigning and inspecting work on roads, parks and cemeteries
  - Attending the following Committee meetings:
    - ✓ Planning and Environment
    - ✓ Infrastructure, Development and Maintenance
  - Preparing estimates and implementing work under the following:
    - ✓ Social and Economic Support Programme
    - ✓ Local Development Programme
    - ✓ Member of Parliament Grant
    - ✓ Christmas Programme
  - Inspecting buildings from time to time during the period of construction to ensure that foundation works are properly laid out
  - Inspecting subdivision to ensure that all infrastructural works are in place
  - Investigating complaints made by the public affecting the Roads and Works and Water departments
  - Ensuring the enforcement of the Town and Country (Coastal Development Order) and the Local Planning Authority Acts
  - Making decisions relating to water supplies, roads and buildings
  - Inspecting flood damages from time to time
  - Preparing estimates of flood damage, roads and water supplies
  - Supervising repair works at the infirmary from time to time
  - Preparing monthly reports on buildings, roads and water supplies
  - Inspecting sewage disposal systems from time to time
  - Supervising cemetery keepers, grounds men, tank caretakers and watchmen;
- Any other duty(s) that may be assigned by the Superintendent or any other Senior Officer vested with his or her administrative authority from time to time.

***Key outputs***

- Assign and inspect work on roads, parks and cemeteries
- Prepare estimates and implement work under the following:
  - ✓ Social and Economic Support Programme
  - ✓ Local Development Programme
  - ✓ Member of Parliament Grant
  - ✓ Christmas Programme

***Required Skills/Competencies:***

- Excellent communication skills
- Sound knowledge of management principles and practices
- Innovativeness

***Performance Criteria:***

- Key deliverables are produced within agreed timescale to required standards

***Qualification and Experience***

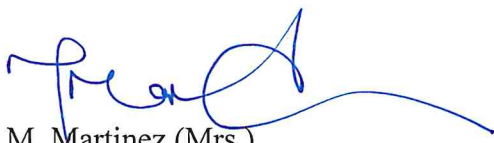
- The incumbent should possess a Diploma or BSc. In Construction Management
- A minimum of 5 years experience in construction field would be an asset

Applications accompanied by resumes should be submitted **no later than 19<sup>th</sup> February, 2021** to:

Secretary  
Local Government Services Commission  
Office of the Services Commission  
Ministry of Finance and the Public Service Complex  
2<sup>nd</sup> 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