



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

30 NATIONAL HEROES CIRCLE, KINGSTON 4

JAMAICA, WEST INDIES

TEL: 876-922-8600

FAX: 876-924-9764

EMAIL: [communications@osc.gov.jm](mailto:communications@osc.gov.jm)

WEBSITE: [www.osc.gov.jm](http://www.osc.gov.jm)

### **CIRCULAR No. 380** **OSC Ref. C. 6276<sup>14</sup>**

**21<sup>th</sup> September, 2023**

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to fill the vacant post of **Engineering Surveyor (Level 13A)** in the **Engineering Department, Rural Water Supply Limited (RWSL)**, salary range \$4,594,306 - \$6,178,831 per annum.

#### **Job Purpose**

The incumbent will be responsible for carrying out all topographic and engineering surveys, conducting preliminary and secondary surveys for land parcels, preparing plans of field work in AutoCAD format. He/she must be competent in all aspects of Land Surveying (theory and practical) and carry out activities to facilitate land acquisition, including research on land records and preparation of reports.

#### **Key Responsibilities**

- Carries out field survey and prepares Topographic Surveying Plans;
- Carries out field survey and prepares Engineering Surveying Plans;
- Carries out field survey and prepares Preliminary Cadastral Surveying Plans;
- Adjudicates for lands proceedings where possession of parcels are required for NWC / RWSL interest;
- Carries out search at NLA offices to garner detailed information and status of land parcels where NWC / RWSL are of interest;
- Makes site visits and advises of suitability or feasibility of land parcels required for project implementation;
- Surveys and prepares longitudinal profile plans along with details along proposed pipeline route prior to pipeline construction designs;
- Surveys and prepares layout plans of proposed pipeline route along with pertinent and relevant information of details and any obstacles that will bear consequential decision relating to proposed pipeline construction designs;
- Carries out surveying and investigation for suitable water supply systems to be implemented or upgraded;
- Surveys, designs and stakes out alignment and gradient for and along proposed access road to project sites as requested;
- Surveys to establish differential elevation necessary so that Mechanical Engineers can more accurately and economically calculate and derive suitable pump sizes required for a particular project;
- Surveys to collect data as relates to a project and surrounding areas then upload data into ArcGIS or AutoCAD programme and prepares Location Plan in digital format of a particular project using ArcGIS or AutoCAD;
- Gives advice or consultation in the following;
  - As it relates to any type of Lands Matters
  - As it relates to Engineering Designs
  - As it relates to Engineering Material Procurement
  - As it relates to Project Upgrading and or Implementation
- Undertakes construction supervision as required;
- Liaises with contractors where appropriate advising on aspects of the works;
- Ensures work is carried out according to contractual specifications;
- Assists with relevant drawings for projects as required;
- Checks lines, levels and layout of works to ensure conformity to drawings; including ground levels and invert levels of pipes;
- Inspects the works, ensuring materials and workmanship comply with specifications;
- Prepares cost estimates for works and of certificates/payment requests for works undertaken by RWSL as required;
- Schedules tender openings and prepares Tender Reports for the Procurement Committee;
- Conducts Tender Evaluation, including arithmetic and compliance checks;
- Submits tender documents and tender reports to external approval bodies (National Contracts Commission);

- Provides all Engineering Survey/Design information;
- Provides information for land identification and acquisition and site planning/layout.

### **Required Knowledge, Skills, and Competencies**

#### **Core**

- Good Social / human relation skill
- Good presentation skills
- Good analytical and judgement skills
- Good innovative ability
- Problem solving skills
- Good people management skill
- Ability to communicate both in oral and written format
- Good initiative and reasoning skills
- Willingness to work long hours and in difficult terrain outdoors

#### **Technical:**

- Sound knowledge of Engineering Survey, Civil and Mechanical Engineering practices
- Thorough knowledge of water utility operations
- Knowledge of various standards contract procedures
- Critical respect for time management
- Experience in Project Control Management
- Knowledge of relevant computer applications including GIS and Microsoft Projects
- Proven ability in identifying multiple contract approach to project implementation
- Ability to program realistic implementation activities
- Initiative and reasoning powers are important
- Efficiently manages the operational elements of projects finance and budgeting

### **Special Conditions Associated with the Job**

- May be required to work beyond normal working hours.
- On call 24 hour to deal with emergencies

### **Minimum Required Qualification and Experience**

- Bachelor's Degree in Land Surveying or equivalent
- Proficiency in the use of design and other software including Microsoft Office Suite, Civil 3D AutoCAD and GIS modelling software would be an asset
- Minimum eight (8) years' experience in providing engineering surveys or an appropriate combination of qualifications and experiences
- Registration as a Professional Engineer (or eligibility to be registered)

Applications accompanied by résumés should be submitted **no later than Wednesday, 4<sup>th</sup> October 2023 to:**

**Manager, Corporate Services  
Rural Water Supply Limited  
3<sup>rd</sup> Floor, The Towers  
25 Dominica Drive  
Kingston 5**

Email: [info@rwsj.gov.jm](mailto:info@rwsj.gov.jm)

Please note that only shortlisted applicants will be contacted.

**Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers.**



**Merle I. Tam (Mrs.)  
for Chief Personnel Officer**

