



Office of the Services Commissions

(Central Government)

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CIRCULAR No. 244 **OSC Ref. C. 5850¹⁶**

18th June, 2024

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 post of **Autocad Technician (Band 7) (Vacant)** in the **Engineering Department, Rural Water Supply Limited**, salary range \$3,501,526 - \$4,709,163 per annum.

Job Purpose

The incumbent should have a strong foundation in Piping, Structural, Civil or Architectural Drawings and be eager to contribute to our dynamic team of professionals.

Key Responsibilities

- Liaises with Design Engineers/Engineering Surveyor and others and prepares working drawings for the relevant projects using AutoCAD;
- Produces detailed and accurate technical drawings based on preliminary designs, sketches and calculations;
- Carries out site measurements including setting out of proposed structures with respect to established elevations and boundaries based on approved drawings;
- Prepares reports following site visits and inspections;
- Checks lines, levels and layout of works to ensure conformity to drawings; including ground levels, floor levels and invert levels of pipes;
- Revises and updates existing drawings reflecting design changes, ensuring timely completion of projects;
- Collaborates closely with engineers and other team members to ensure coordination of designs;
- Use of AutoCAD, Civil 3D or Revit Architecture to create visual guidelines for construction purposes;
- Reviews engineering plans to ensure all details and specifications are accurate;
- Provides technical assistance and resolution when technical or engineering problems are encountered;
- Inspects the works, conducting final measurement of finished structures and prepare "As Constructed" drawings from final measurements;
- Identifies and communicates potential design problems to the rest of the team;
- Ensures final designs are compliant with building regulations;
- Maintains and manages a digital database of all drawings, ensuring that all changes and updates are archived;
- Stays current with emerging tools, techniques and technologies in the drafting field;
- Any other duties that may be assigned.

Required Knowledge, Skills and Competencies

Core

- Ability to display good interpersonal skills
- Ability to communicate in both oral and written format
- Strong problem-solving skills and the ability to manage multiple projects simultaneously.

Technical/Functional

- Proficiency in CAD software such as AutoCAD.
- Proven knowledge in Civil Engineering design of pipelines and pipeline appurtenances, water retaining and other reinforced concrete structures
- Practical knowledge of systems within water operations
- Knowledge of operation and maintenance of hydraulic and sanitation systems
- Familiarity with civil engineering and surveying principles and practices.
- Ability to develop and interpret sketches, surveys and other drawings for the preparation of engineering drawings.
- Wide knowledge of Civil Engineering Works and Drawing Office Practice.
- Ability to carry out inspections and test, do research and give technical advice.

- Ability to co-ordinate and plan projects in accordance with work schedules.

Minimum Required Qualification and Experience

- Associate Degree or Diploma in Construction or Building Technology.
- At least six (6) years of experience in computer aided engineering drafting.
- Training or Proficiency up to AutoCAD 2023.

Special Conditions Associated with The Job

- May be required to work beyond normal working hours.
- Required to travel island wide to construction sites.
- Exposure to dust, odours, cuts, bruises, heat, and noise from project or construction sites.
- Exposure to highly confidential information.
- Ability to sit and concentrate for extended periods.
- Work in a highly stressed environment.
- Work in a typical office environment, however, the incumbent may be exposed to a hostile environment when:
- Dealing with irate customers/contractors/consultants.
- Conducting site visits in volatile areas.

Applications accompanied by résumés should be submitted **no later than Thursday, 27th June, 2024 to:**

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

Email: 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.



**Desreen Smith (Mrs.)
for Chief Personnel Officer**