



OFFICE OF THE SERVICES COMMISSIONS
LOCAL GOVERNMENT SERVICES COMMISSION
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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28th May, 2024

OSC Ref. 310/04^{IV}

CIRCULAR No. 3/2024

Chief Executive Officers

Sir/Madam

Applications are invited from suitably qualified Officers to fill the vacant post of **Building Officer (SOG/ST 5)**, salary range \$3,501,526 – 4,709,163 per annum and any allowance(s) attached to the post in the **City Municipality of Portmore**.

Please see attached the relevant job posting.

Applications are to be submitted no later than 7th June, 2024 to:

Secretary
Local Government Services
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.

M. Martinez (Mrs.)
Secretary
Local Government Services
for Chief Personnel Officer

PORTMORE CITY MUNICIPALITY

JOB VACANCY

Applications are invited from suitably qualified persons to fill the following post at the Portmore City Municipality:-

BUILDING OFFICER (SOG/ST 5)

Summary of Duties:

Under the general supervision of the Municipal Engineer, the Building Officer has responsibility for the overseeing the construction and rehabilitation of parochial roads, drains and other technical works within the Portmore municipality in keeping with the requisite laws and regulations.

Qualifications and Experience:

- A Diploma/Degree in Building Construction or Architectural Technology
- Certification in Supervisory Management would be an asset
- Must have sound knowledge of the various development application processes
- Experience in interpreting maps, subdivisions, building plans and other spatial plans.
- Minimum of two (2) years' experience in the building construction/architectural field

Specific Knowledge and Skills:

- a. In-depth knowledge of the relevant Acts to include the Building Act and the National Building Code
- b. All relevant Acts relating to the delivery of Local Government services and development within the Municipality.
- c. Knowledge of building principles and practices, including pertinent specialties
- d. Knowledge of effective writing techniques
- e. Oral communication and interpersonal skills
- f. Problem-solving skills to gather relevant information to assist in solving practical problems
- g. Ability to work on several projects or issues simultaneously.
- h. Ability to work independently or in a team environment as needed.
- i. Possess in depth knowledge of Microsoft Office Suite.

Main Duties:

1. Preparing estimates and bill of quantities for the rehabilitation and construction of parochial roads, drains and other technical works.
2. Supervising roving crew members and length men by inspecting and certifying finished work.
3. Preparing payment vouchers for works carried out by external contractors
4. Submitting progress reports to the Municipal Engineer on matters affecting the Roads and Works portfolio.
5. Conducting supervision and inspection of road construction/rehabilitation to ensure those roads are constructed to the relevant specifications and sample aggregates to certify whether deleterious.
6. Making the necessary arrangements for the servicing of Mechanical Units and other machinery and ensuring that they are kept in good condition.
7. Preparing, for submission to the Municipal Engineer, Progress Reports on Road Rehabilitation, Drain Cleaning and General Work Programmes.

8. Ensuring that all Parochial Roads, Bridges, Walls and Culverts within the Municipality are properly maintained.
9. Investigating complaints from members of the public, regarding roads and works and submit the appropriate reports to the Municipal Engineer for the necessary actions to be taken.
10. Providing information to members of the public in respect to services offered by the department.
11. Maintaining records of stock/material and tools utilized by the department.
12. Attending meetings as directed
13. Performing any other duties that may be assigned by the Municipal Engineer from time to time.

Salary range: \$3,501,526 - \$4,709,163 per annum

Kindly address applications to: Secretary
Local Government Services Commission
The Ministry of Finance and the Public Service Complex
30 National Heroes Circle
Kingston

Closing date: 7th June, 2024

Please note that only short-listed candidates will be contacted.