



OFFICE OF THE SERVICES COMMISSIONS
LOCAL GOVERNMENT SERVICES COMMISSION
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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20th June, 2024

OSC Ref. 310/04^{IV}

CIRCULAR No. 8/2024

Chief Executive Officers

Sir/Madam

Applications are invited from suitably qualified Officers to fill the vacant post of **Deputy Superintendent (SOG/ST 7)**, salary range \$5,198,035 – 6,990,779 per annum and any allowance(s) attached to the post in the **St. Mary Municipal Corporation**.

Please see attached the relevant job posting.

Applications are to be submitted no later than 5th July, 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



The St. Mary Municipal Corporation

CAREER OPPORTUNITIES

Applications are invited from suitably qualified persons to fill the following post:-

DEPUTY SUPERINTENDENT (SOG/ST 7)

Salary range: \$5,198,035 – 6,990,779 per annum and any allowance (s) attached to the post

Job Purpose

Under the supervision of the Superintendent, Roads & Works, the Deputy Superintendent is responsible to supervise Works Overseers and oversee the implementation of work programmes.

Summary of Responsibilities

The incumbent will be required to undertake the following responsibilities and duties:

1. Examine building plans, inspect buildings and make recommendations to Chief Engineering Officer.
2. Examine subdivision plans; inspect infrastructural works during development and make recommendations to Chief Engineering Officer.
3. Examine electrical plans for the pole line extensions and make recommendations to Chief Executive Officer.
4. Inspect and supervise road works on parochial roads.
5. Attend Committee Meetings of the Municipal Corporation, Civic and other Committee Meetings on behalf of the Chief Engineering Officer.
6. Inspect and supervise Minor Water Supplies under the Municipal Corporation's control.
7. Supervise the upkeep and maintenance of Municipal Corporation's facilities, buildings and proprieties.
8. Prepare estimates for road works and buildings.
9. Investigate and report on complaints affecting the Road & Works Department and facilities.
10. Submit reports to the Chief Engineering Officer in the certification of bills.
11. Assist the Chief Engineering Officer in the certification of bills.
12. Guide the annual check of stock and tools of the Municipal Corporation.
13. Inspect Quarries and make recommendations to Chief Engineering Officer.
14. Inspect places of amusement for the granting of the licenses.
15. Assist the Chief Engineering Officer in supervising the operation of rolling stock of the Municipal Corporation.
16. Assist with the supervision and assessment of the functions of the Assistants and Building Officers.
17. Any other duties which the Chief Engineering Officer may assign from time to time.

Any other duty(s) that may be assigned by the Superintendent-Roads and Works or any other senior officer vested with his/her administrative authority from time to time.

Key Competencies

- Good oral and written communication skills
- Tact and ability to get along with others
- Excellent interpersonal skills
- Good negotiation skills
- Sound knowledge of Microsoft Office Suite (Word, Excel, PowerPoint)

- Sound knowledge of Government Procurement Guidelines and Financial Administration and Audit Act
- Good time management skills

Required Qualifications and Experience:-

- Incumbent should possess a Bachelor of Science Degree in Construction Management, Construction Engineering, Civil Engineering or professional Engineering.
- Three (3) years relevant experience.

FOR FURTHER DETAILS, YOU MAY EMAIL CEO@STMARYMC.GOV.JM

Kindly address all applications to:

Secretary, Local Government Services Commission
Office of the Services Commission
Ministry of Finance and the Public Service Complex
2nd Floor, G Block
30 National Heroes Circle
Kingston 4
Email: communications@osc.gov.jm
Or visit <http://stmarymc.gov.jm>
Email: ceo@stmarymc.gov.jm

Closing date:

We thank all applicants and advise that only shortlisted candidates will be contacted.