



OFFICE OF THE SERVICES COMMISSIONS
LOCAL GOVERNMENT SERVICES COMMISSION
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
30 NATIONAL HEROES CIRCLE, KINGSTON 4
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24th July, 2024

OSC Ref. 310/04^{IV}

CIRCULAR No. 17/2024

Chief Executive Officers

Sir/Madam

Applications are invited from suitably qualified Officers to fill the vacant post of **Assistant Superintendent (SOG/ST 4)**, salary range \$2,803,771 – \$3,770,761 per annum and any allowance(s) attached to the post in the **St. Thomas Municipal Corporation**.

Please see attached the relevant job posting.

Applications are to be submitted no later than 9th August, 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



ST. THOMAS PARISH COUNCIL
JOB DESCRIPTION OF DUTIES AND
RESPONSIBILITIES

TITLE OF POST ASSISTANT SUPERINTENDENT, ROADS AND
WORKS (SOG/ST4)

GRADE: SOG/ST 4

DEPARTMENT: ST. THOMAS MUNICIPAL CORPORATION

RESPONSIBLE TO: SUPERINTENDENT, ROADS & WORKS

Assistant Superintendent (SOG/ST 4) Post No. 128267, 128268 – salary range:
\$2,803,771

JOB SUMMARY: Under the general direction of the Superintendent, roads
& Works, he/she is responsible for:

DESCRIPTION OF DUTIES

1. To visit all roads within his prescribed area and report on their conditions, whether favourable or otherwise;
2. To prepare estimates for work on all projects within this area;
3. To issue instruction and follow up works delegated to Works Overseers and Field Assistants to ensure that such works are carried out satisfactorily and expeditiously.
4. To visit buildings and prepare reports for such buildings, separate and apart from reports which each Assistant Superintendent is expected to prepare and forward to the Superintendent at least 5 clear days before the meeting of the Roads and Works Committee.
5. To receive instructions on expenditure and report the same in a ledger provided for the purpose. This ledger be kept-up-to date, showing all expenditure and commitments.
6. To supervise the preparation of bills prepared by junior officers, countersign them to signify that the works are satisfactorily done and that the rates are fair and/or in agreement with the schedule of rates;
7. To handle all projects which are of a difficult nature and

officers;

17. To report to the Superintendent on the performances of all officers from time to time.
18. To prepare itinerary for all work and submit same on a fortnightly or monthly basis.
19. To attend all Roads a& Works Meetings and record request by Councillors and have information ready for the Superintendent;
20. To carry out other duties as may be assigned to each officer from time to time.