



OFFICE OF THE SERVICES COMMISSIONS
LOCAL GOVERNMENT SERVICES COMMISSION
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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24th July, 2024

OSC Ref. 310/04^{IV}

CIRCULAR No. 14/2024

Chief Executive Officers

Sir/Madam

Applications are invited from suitably qualified Officers to fill the vacant post of **Superintendent, Minor Water Supplies (SOG/ST 3)**, salary range \$2,190,302 – \$2,945,712 per annum and any allowance(s) attached to the post in the **St. Thomas Municipal Corporation**.

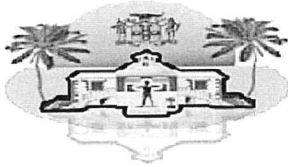
Please see attached the relevant job posting.

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 Municipal Corporation
11 Church Street
Morant Bay P.O.
St. Thomas

JOB DESCRIPTION OF DUTIES AND RESPONSIBILITIES

Job Title: SUPERINTENDENT MINOR WATER SUPPLIES
Grade: (SOG/ST 3)
Department: MINOR WATER SUPPLIES
Direct Reports: CHIEF ENGINEERING OFFICER

Superintendent Minor Water Supplies (SOG/ST 3) Post No. 128239 – salary range:
\$2,190,302

JOB PURPOSE

Under the supervision of the Superintendent, Roads & Works, the Superintendent of Minor Water Supplies is responsible for the general overseeing of the Municipal Corporation Minor Water Supply Systems.

KEY RESPONSIBILITY

- Responsibility for the day to day management and supervision of the Minor Water
- Supply Department of the Corporation.
- Manage the activities of the Plumbers, Assistant Plumbers and Chlorine Operators.
- Ensure procurement of materials required to maintain water supplies and for operation of the department.
- Prepare monthly reports on the water supply systems.
- Ensure that water bills are prepared and distributed on a monthly basis.
- Ensure the prompt collections of water rates from customers connected to the Corporation's minor water supply systems.
- Investigate applications for water supply and make appropriate recommendations.
- Ensure that customers get continuous supply of potable water.
- Visit entombments and catchments to observe general conditions of these facilities and take corrective action where necessary.
- Attend to systems breakdowns by assessing the problems and making arrangement for trucking of water if necessary.
- Ensure that water trucks are routed to drought stricken areas.
- Redeploy department resources as the need arises.