



**OFFICE OF THE SERVICES COMMISSIONS**  
**LOCAL GOVERNMENT SERVICES COMMISSION**  
**MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING**  
**30 NATIONAL HEROES CIRCLE, KINGSTON 4**  
**JAMAICA, WEST INDIES**  
**TEL: 876-922-8600**  
**FAX: 876-932-5980 / 876-924-9764**  
**EMAIL: [communications@osc.gov.jm](mailto:communications@osc.gov.jm)**  
**WEBSITE: [www.osc.gov.jm](http://www.osc.gov.jm)**

---

24<sup>th</sup> July, 2024

**OSC Ref. 310/04<sup>IV</sup>**

**CIRCULAR No. 20/2024**

**Chief Executive Officers**

**Sir/Madam**

Applications are invited from suitably qualified Officers to fill the vacant post of **Works Overseer (SOG/ST 2)**, salary range **\$1,711,060 – \$2,301,186** 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 9<sup>th</sup> August, 2024 to:**

**Secretary**  
**Local Government Services**  
**Office of the Services Commissions**  
**Ministry of Finance and the Public Service Complex**  
**2<sup>nd</sup> 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:	Works Overseer
GRADE:	SOG/ST 2
DEPARTMENT:	ST. THOMAS MUNICIPAL CORPORATION
RESPONSIBLE TO:	SUPERINTENDENT, ROADS & WORKS

**Works Overseer (SOG/ST 2) Post No. 128266 – salary range: \$1,711,060**

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

**DESCRIPTION OF DUTIES**

1. Take instructions from the Superintendent and/or Deputy Superintendent and/or Assistant Superintendent of Roads & Works.
2. Responsible to the Assistant Superintendent for all matters relating to the purview of Roads and Works Operations in his assigned divisions,
3. Supervise and give technical advice to the field assistants and other technical staff under his supervision.
4. Implement works that are of technical nature and above the level of a field assistant.
5. Implement, supervise and inspect construction, maintenance, renovations, upkeep, etc. works being done to all parochial properties, inclusive of roads, bridges, drains, buildings, public beaches, cemeteries etc.
6. Preparation of estimates, requisitions, bill of quantities and contract documents to effect works on all parochial infrastructures inclusive of, buildings, land and civil components.
7. Preparation of bills/certificates for payment to works contractors and suppliers of goods and services for works satisfactorily done on the Council's behalf.
8. Procure goods and services in accordance with the Government Procurement Guidelines.