



MINISTRY OF LOCAL GOVERNMENT & RURAL DEVELOPEMENT
LOCAL AUTHORITY
JOB DESCRIPTION AND SPECIFICATION

JOB TITLE:	Assistant Superintendent
JOB GRADE:	SOG/ST 7
POST NUMBER	
BRANCH:	Engineering and Technical Services
SECTION:	Civil Works and Infrastructure Section
REPORTS TO:	Deputy Chief Engineering Officer – Civil Works and Infrastructure
MANAGES:	Maintenance Officer Works Overseer

This document is validated as an accurate and true description of the job as signified below

Employee

Date

Head of Department/Division

Date

Date received in Human Resource Division

Date

1. STRATEGIC OBJECTIVES OF THE BRANCH:

The Engineering and Technical Services Branch will ensure that the Local Authority adequately manages and oversees the outlay and maintenance of new and existing infrastructure within the municipality, including buildings, roads, bridges, culverts, gabion baskets, minor water supplies etc.

2. JOB PURPOSE

The Assistant Superintendent will provide leadership in the implementation of various plans and programs for the development (distinct from the operation) of infrastructure under the jurisdiction of the Local Authority such as roads, bridges, culverts, river training, and parish buildings such as markets, pounds, transportation centers, parks, cemeteries, beaches and minor water supplies,

3. KEY OUTPUTS

- Parish infrastructure maintained
- Parish infrastructure programme implemented
- Infrastructure development work monitored
- Materials and technical services procured
- Register of works developed and maintained
- Technical advice provided
- Stakeholder relationships effectively managed
- Budget and Corporate/Divisional developed
- Periodic reports produced
- Divisional work plans produced
- Performance of supervises appraised

4. KEY RESPONSIBILITY AREAS

- Implement relevant policies to guide the implementation of overall parish infrastructure plan
- Assists with preparation of development plans
- Ensures the production of the development plan by monitoring the stages of development, providing guidance for improvement of said plan and presents to Deputy Chief.
- Implement the agreed infrastructure development by coordinating/overseeing implementation of various aspects, monitoring progress, and reporting concerns/issues to the Chief/Deputy Chief Engineering Officer/Chief Executive Officer.
- Monitors the execution of the development plans by employing specified project management principles.
- Participates in reviewing of technical documents, schema and proposals

- Assist in overseeing the execution of projects and programs by implementing monitoring mechanisms for progress and milestones including receiving reports on performance sub officers and certifying satisfactory completion of work for payment
- Monitors resources allotted and maintains log
- Assists with the development of estimates of expenditures for projects and programmes
- Assesses work progress, and quality against contract agreement
- Provides in in the development of an overall preventative maintenance programme of parish infrastructure (for example, parish council roads, culverts, medians, streetscapes, buildings, minor water supply infrastructure) by reviewing existing and forecasted infrastructure, and collating information from inspection/field visits against control standards for approval.
- Ensures visits/inspection of markets, parks, gardens, beautification sites, cemeteries, pounds, public bathing and fishing beaches and other project and programme sites at which lessees, contractors or concessionaires are required to carry out activities, to verify that the status of infrastructure, their use and determine appropriate course of actions
- Guides the preparation of work specifications for contracted maintenance services/works and present to the Chief/Deputy Chief Engineering Officer/CEO/Council for approval
- Ensures compliance with the Building Act and National Building Codes and regulations for project design and implementation by reviewing proposed documents and procedures and discussing findings with the Chief/Deputy Chief Engineering Officer/CEO/Council for enforcement
- Advises the Deputy Chief, as the occasion demands, on various laws, by-laws and procedures which affect the starting, continuation of projects, by reviewing the relevant issues and assessing the implications against the relevant laws, practice/procedures
- Prepares standard (and ad hoc) reports to the Deputy Chief
- Assists the Deputy Chief in preparing estimates of revenue and expenditure budget for the programmes and projects of the Council by liaising with the chief financial officer and other relevant personnel for costing forecasting of incomes/revenues
- Implements and monitors systems to maintain records that are important to the portfolio responsibilities
- Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks and participating in professional societies.

Other functions

- Conducts research to inform the development of technical specifications/prospectus for procurement of goods and services
- Participates in procurement activities
- Performs all other related duties assigned

Human Resources Responsibilities

- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the vision, mission and goals of the local authority;

- Provides effective leadership and guidance through planning, delegation, communication, mentoring, coaching and discipline;
- Ensures the provision of the appropriate physical resources to enable staff to undertake their duties
- Recommends transfers, secondment, and leave of direct report
- Monitors the performance of staff and ensures timely review of performance and intervention;
- Takes lead in facilitating organizational change and encourage and support staff in the transitions;
- Develops individual work plans
- Ensure that the work plans for staff in the division are developed and delivered to the human resource unit
- Monitors and review the performance of direct reports and ensure that this is also done for the division as a whole.

5. PERFORMANCE STANDARDS

- Parish infrastructure plan/programme implemented at the agreed time, with accurate data and submitted in the agreed format
- Parish infrastructure maintained to agreed standards
- Materials procured for projects meet the agreed quality standards
- Reports produced are delivered on time, with accurate information to the Deputy Chief
- Work plans developed in the established format and submitted in a timely manner
- The performance appraisals for direct reports are completed on time, in required format, signed and submitted for review
- Confidentiality, integrity and professionalism displayed in the delivery of duties and interaction with staff and community.

6. INTERNAL AND EXTERNAL CONTACTS

Internal Contacts (required for the achievement of the position objectives)

Contact (Title)	Purpose of Communication
Chief Engineer Officer/Deputy Chief	<ul style="list-style-type: none"> • Receive instructions/directions • Provide updates on status of division and or assignments; • Advice on new issues or development and propose alleviating strategies
Procurement Officer	<ul style="list-style-type: none"> • Provides technical advice to inform procurement of goods and services
Staff	<ul style="list-style-type: none"> • Provide leadership and direction • Develop and maintain effective work and industrial relation environment • Provide advice/update and exchange information

External Contacts (required for the achievement of the position objectives)

Contact (Title)	Purpose of Communication
Ministry of Local Government and Community Development – technical services	<ul style="list-style-type: none"> • Receive policy directives • Receives clarification/guidance
MDAs and private sector, NGO's	<ul style="list-style-type: none"> • Receives updates, information to better collaborate on technical project/infrastructure work in the parish
PDCs, CDGs, NGO	<ul style="list-style-type: none"> • Engage and receive information to inform community infrastructure development projects

7. AUTHORITY

- Recommends approval/disapproval on applications for building permits stop orders
- Sign off on technical documents and calculations
- Signs off of request for payments
- Devise branch control systems
- Recommend budgetary commitment and controls actions
- Administer (approved) expenditures
- Effect disciplinary procedures of staff
- Makes recommendation to the procurement committee

8. REQUIRED COMPETENCIES

Core

- Highly developed professional disposition
- Good oral communication
- Good written communication
- Customer/citizen focused orientation
- Teamwork & Cooperation
- Unquestioned integrity
- Developed interpersonal skills
- Ability to build rapport with team/stakeholders to harness collective solutions
- Possess innovativeness in resolving disputers
- Possess the relevant skills to use and manipulate relevant ICT hardware and software

Technical

- Expert knowledge of building technology/facility development and maintenance
- Good knowledge of mechanical/electrical engineer and building maintenance
- Good project management skills
- Good knowledge of the regulatory controls and approval processes for building development/approval;
- Good appreciation of the operations of the machinery of local authorities;
- Adequate financial and accounting skills, especially relating to public accounting principles and practices
- Developed skills in stakeholder engagement

- Adequate knowledge of the prevailing social, economic, political and environmental issues
- Excellent human relations,
- Good problem solving

9. MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Bachelor of Science Degree in Civil/Structural Engineering or equivalent;
- Project Management Training
- 5 years' experience in Civil/Structural Engineering, or related field, including at least 2 years in a senior technical or supervisory capacity

OR

- Master of Science Degree in Civil/Structural Engineering or equivalent;
- Project Management Training
- 3 years' experience in Civil/Structural Engineering, including at least 2 years in a senior technical or supervisory capacity

10. SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Navigating active construction sites
- Wearing of protective clothing on site
- Adequate travel to conduct site visits in environmentally unfriendly environment and exposure to the elements and unhappy clients, including during emergency situations
- The working environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure.