



**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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6<sup>th</sup> March, 2025

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

**CIRCULAR No. 8/2025**

Applications are invited from suitably qualified Officers to fill the undermentioned vacant posts in the **Manchester Municipal Corporation**:

1. **Bank Reconciliation Officer (FMG/AT 2)** –salary range 1,711,060–\$2,301,186 per annum and any allowance(s) attached to the post.
2. **Quantity Surveyor (SOG/ST 7)** –salary range \$5,198,035– \$6,990,779 per annum and any allowance(s) attached to the post.
3. **Building Officer (SOG/ST 6) (2 posts)** – salary range \$5,198,035- \$6,990,779 per annum and any allowance(s) attached to the post.
4. **Assistant Superintendent (SOG/ST 7)** –salary range \$5,198,035- \$6,990,779 per annum and any allowance(s) attached to the post.

**Applications are to be submitted no later than 21<sup>st</sup> March, 2025 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



## JOB DESCRIPTION AND SPECIFICATION

JOB TITLE: Bank Reconciliation Officer  
JOB GRADE: FMG/AT 2  
  
BRANCH: Finance and Accounts Branch  
SECTION: Final Accounts & Reporting Section  
  
REPORTS TO: Director, Final Accounts & Reporting  
MANAGES: N/A

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

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Employee	Date
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Head of Department/Division	Date
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Date received in Human Resource Division	Date
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### 1. STRATEGIC OBJECTIVES OF THE BRANCH:

To ensure accurate and timely financial reporting, compliance with financial regulations, and effective collaboration with other departments and external stakeholders within the parameters of the Local Government (Financing and Financial Management) Act of 2016 and all related implementing Regulations and Instructions..

### 2. JOB PURPOSE

Under the direction of the Director, Final Accounts and Reporting the Bank Reconciliation Officer is responsible for the management and control of activities on the bank accounts of the LA. The incumbent performs verification and reconciliation of accounts, identifies irregularities and variances and undertakes the required activities to ensure speedy resolution.

### 3. KEY OUTPUTS

- Bank statements and cashed cheques collected
- Bank transactions posted
- Bank reconciliation undertaken
- Discrepancies identified and communicated
- Variances resolved
- Journals prepared and posted
- Reports printed and collated
- Files, reports and documents maintained

### 4. KEY RESPONSIBILITY AREAS

#### 3.1 Management/Administrative Responsibilities

1. There are no management responsibilities for this position.

#### 3.2 Technical/Professional Responsibilities

- Undertakes reconciliation of the LA's accounts in accordance with established government accounting policies and guidelines
- Ensures that the bank statements and cashed cheques are collected from the bank.
- Ensures that cheques are properly checked against the bank statements to determine if there are any discrepancies.
- Advises the bank of errors in respect of items on the bank statement and follows up with bank until errors are corrected
- Ensures that bank statements are properly posted to the system
- Examines Reconciliation Summary and Details and identifies any errors found
- Reports any losses, irregularities and/or variances identified during the preparation of the reconciliations
- Takes the necessary steps to correct variances, resolve irregularities and to ensure that the reconciliation is balanced and free from error.
- Ensures the creation of journals to correct issues identified during the completion of the previous month's reconciliations

- Refers bank charges, debit advices, credit advices stale cheques etc. to Accounting Clerk to facilitate the preparation of journals
- Submits completed Bank Reconciliation Statements to the Final Accounts and Reporting Director,
- Assists in securing the accounting and financial records of the LA by maintaining appropriate files, reports, documentation and data.
- Assists with the reconciliation of various balance sheet accounts and prepares working papers and final statements for year-end audits
- Contributes to the LA's monthly financial reports and annual financial statements
- Provides support as required to the Director Final Accounts and Reporting on a range of final accounting and reporting activities.

### 3.3 Human Resources Responsibilities

- There are no Human Resource responsibilities for this position.

### 3.4 Other Responsibilities

- Performs other related functions assigned from time to time by the Director, Final Accounts and Reporting.

## 5. PERFORMANCE STANDARDS

- Bank statements and cashed cheques collected within the agreed timeframe
- Bank transactions accurately posted on FMIS within the agreed time frame
- Bank reconciliation undertaken and discrepancies communicated within the agreed timeframe
- Ongoing and speedy resolution of variances
- Journals prepared and posted in accordance with the FAA Act and instructions
- Accurate and comprehensive reports are printed and collated within the agreed timeframe
- Financial Reports are accurate and comprehensive and are submitted within the agreed time frame and in accordance with the established format

## 6. INTERNAL AND EXTERNAL CONTACTS

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

Contact (Title)	Purpose of Communication
Director, Final Accounts and Reporting	Receive directives, share information and provide advice
Other Branch Heads	Provide/ receive information on budget matters
Final Accountant	Complete accounts
Other Accounts Units Staff	Knowledge sharing, provide/receive information
Internal Auditors	Provide necessary information and documents to perform audits and review findings and to facilitate audit planning, other consultations and presentation of audit findings and

Contact (Title)	Purpose of Communication
	recommendations,
Staff	Share information and provide advice

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

Contact (Title)	Purpose of Communication
Agency's Banks	Provide/receive information,
Ministry of Finance and the Public Service	To obtain advice on policies, instructions, information and guidance
The Auditor General's Department	To provide information on audits as requested

**7. REQUIRED COMPETENCIES**

- Demonstrable prior experience in working with and managing an ERP environment – essential
- Detail oriented and ability to handle pressure under tight deadlines - essential
- Intermediate knowledge of accounting principles - essential
- Sound organisational skills - essential
- Computer literacy and experience with accounting software packages – essential
- Must have excellent interpersonal skills.
- Ability to communicate well both orally and in writing.
- Must be assertive and be able to easily identify, analyse and solve complex problems.
- Ability to plan and organize work, including special assignments in order to meet deadlines.

**8. MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE**

AAT Level 2; or

Certificate in accounting from a recognized tertiary institution and at least two (2) years' working experience.

OR

Successful completion of Level I and II in Government accounting, other relevant financial management courses and at least three (3) years relevant experience.

**9. SPECIAL CONDITIONS ASSOCIATED WITH THE JOB**

- Typical office environment, no adverse working condition.

**10. AUTHORITY**

- The degree of authority within the scope of the job as approved by the Local Government Services Commission and relevant legislation.



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

JOB TITLE:	Quantity Surveyor
JOB GRADE:	SOG/ST 7
POST NUMBER	
BRANCH:	Engineering and Technical Services
SECTION:	
REPORTS TO:	Chief Engineering Officer
MANAGES:	

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

Under the direction of the Chief Engineering Officer, the Quantity Surveyor is responsible for managing costs associated with building, civil engineering and infrastructure projects, ensuring that the Local Authority achieves its infrastructure goals while balancing environmental considerations and community impact. The incumbent oversees cost estimates from initial calculations to final figures, ensuring value for money and adherence to standards. The role also involves participation in tendering processes and monitoring project progress.

## 3. KEY OUTPUTS

- Cost Analysis conducted
- Bills of quantities/estimates developed and revised
- Preliminary and revised estimates
- Procurement facilitated
- Reports produced
- Technical advice provided
- Work plan developed

## 4. KEY RESPONSIBILITY AREAS

### Technical/Professional Responsibilities

- Analyzes design data to determine conformance to established design criteria and design-to-cost ratio
- Confers with engineering team to clarify design criteria and production requirements, and recommends modifications based on cost and other factors
- Prepares preliminary estimates on design plans and revised estimates as necessary
- Provides advice to enhance construction methods, improve technology and reduce costs
- Prepares tender and contract documents, including bills of quantities
- Evaluates tenders and tender reports and makes recommendations.
- Assists with the reviewing of contracts/agreements, particularly from a technical for accuracy and cost-effectiveness
- Recommends contractors for tendering on projects and amounts to be paid
- Tracks construction progress and costs, and prepares report in the required format
- Measures construction work for progress and final payments
- Approves work measured by consultants by checking and approving submission
- Makes recommendation to the Chief Engineering Officer where construction progress deviates significantly from schedule and estimated costs
- Assists with the maintenance of the department's database of technical goods and service providers, inclusive of current labour and material costs

- Maintains cost records for labour and materials and for overall contract cost of completed structures for Projects
- Undertakes cost analysis for repair and maintenance project work
- Assists in establishing Project requirements and undertaking feasibility
- Performing risk and value management and cost control;
- Provides advice on contractual claims;
- Analyses outcomes and writing detailed progress reports;
- Carries out measurement and valuation and calculation of interim and final payment certificates for projects
- Checks and certify invoices for completed work and arranging for payments;
- Provides advising on the maintenance costs of specific buildings and infrastructures
- Prepares periodic and ad hoc reports as requested by Chief Engineering Officer/Chief Executive Officer/Local Authority
- Keeps abreast of local, regional and international best practices in building and building works and their impact on the city and community development

#### Human Resources Responsibilities

- Foster a culture of teamwork and commitment to the vision, mission and goals of the local authority;
- Provides effective leadership and guidance through planning, facilitating understudies, communication, mentoring, coaching and knowledge sharing in functional area to support succession planning and other efforts;
- Ensures that work plans are developed and delivered to the human resource unit

#### Other functions

- Performs all other related duties assigned
- Assists with the development of the Council's infrastructure development programme

#### 5. PERFORMANCE STANDARDS

- Cost Analysis conducted using sound principles and theories of the discipline
- Bills of quantities/estimates developed and revised in according with sound technical principles of the trade and presented on time and are accurate
- Support provided to the procurement of services/goods is timely and unpinned by established GOJ procurement principles/guidelines
- Advice provided supported by best practices and underpinning principles of the discipline
- Standard periodic and ad hoc reports are produced in accordance with the agreed standards, delivered on timely and are accurate
- Work plan developed
- Recommendations adhere to industry best practices, ensuring cost-efficiency and quality control.
- Confidentiality, integrity and professionalism displayed in the delivery of duties and interaction with staff.

#### 6. INTERNAL AND EXTERNAL CONTACTS

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



Contact (Title)	Purpose of Communication
Chief Engineering Officer/Chief Executive Officer	<ul style="list-style-type: none"> <li>• Receive instructions/directions</li> <li>• Provide updates on status of division and or assignments;</li> <li>• Advice on new issues or development and propose alleviating strategies</li> </ul>
Procurement Officer Other technical Officers/Staff	<ul style="list-style-type: none"> <li>• Provides technical advice to inform execution of functions</li> </ul>
General Staff	<ul style="list-style-type: none"> <li>• Share knowledge and information to support succession planning and learning culture</li> <li>• Develop and maintain effective work and industrial relation environment</li> <li>• Provide advice/update and exchange information</li> </ul>

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"> <li>• Receive policy directives</li> <li>• Receives clarification/guidance</li> </ul>
MDAs and private sector, NGO's	<ul style="list-style-type: none"> <li>• Receives updates, information to better collaborate on technical project/infrastructure work in the parish</li> </ul>
Contractors	<ul style="list-style-type: none"> <li>• Receive information on construction projects and provide information</li> </ul>
Jamaican Institute of Quantity Surveyors/Bureau of Standards/Master Builders Association/ other professional group	<ul style="list-style-type: none"> <li>• Liaises on matters relating to best practices</li> </ul>
PDCs, CDGs, NGO	<ul style="list-style-type: none"> <li>• Engage and receive information to inform community infrastructure development projects</li> </ul>

## 7. AUTHORITY

- Checks and certifies invoices/bills for payment
- Recommend selection of contractors
- Enter construction sites to assess work progress
- Compiles estimates of quantities
- Recommend rate/revisions of estimates

## 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 disputes
- Possess the relevant skills to use and manipulate relevant ICT hardware and software for Quantity Surveyors

#### Technical

- Excellent knowledge of quantity surveying principles
- Sound knowledge of construction technology and techniques
- Excellent mathematical and computational skills
- Prepare engineering s and estimates
- Communicate effectively, both orally and in writing
- Maintain detailed and accurate records
- Prepare clear and concise written reports
- Good appreciation of project management
- Good knowledge of construction material
- Good appreciation of the operations of the machinery of local authorities;
- Appreciation of relevant legislation: Building Act/Code, by-laws, regulations, public procurement framework and requirements
- Well developed skills in stakeholder engagement
- Good appreciation of GOJ procurement guidelines

#### 8. MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- BSc in quantity surveying or equivalent qualification from an accredited institution
- Member of the Jamaica Institute of Quantity Surveyors and or the Royal Institute of Chartered Surveyors (MRICS)
- Minimum of five years post registration experience

#### 9. SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- The work of the post carries a high degree of stress in managing the portfolio and stakeholder expectations, including the policy directorate.
- Adequate travel to conduct site visits in environmentally unfriendly environment and exposure to the elements
- Work will be conducted in an office outfitted with standard office equipment and specialized software. The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions.





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

JOB TITLE:	Building Officer
JOB GRADE:	SOG/ST 6
POST NUMBER	
BRANCH:	Engineering and Technical Services
SECTION:	Building Works
REPORTS TO:	Deputy Chief Engineering Officer – Building Works
MANAGES:	

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 Building Officer helps the Local Authority to apply and enforce the applicable standards under the Building Act and codes. More specifically, the building officer visits proposed building sites and construction site (i.e. work in progress) to determine suitability of site and conformity with actual work to approved granted and make recommendations accordingly.

## 3. KEY OUTPUTS

- Building plans/documents examined
- Building and building work inspected
- Stop order/Enforcement Notices Served
- Provide advice to Deputy Chief/Local Authority
- Simple drawings prepared
- Reports prepared
- Records maintained
- Work plan developed

## 4. KEY RESPONSIBILITY AREAS

- Assists with implementation of the policies and procedure of the Local Authority regard building, building work and structured development of the built environment
- Examines buildings plans and drawings
- Visits proposed building and building work sites to determine suitability
- Conducts site inspections at specified stages of construction to ensure conformity with approval granted
- Advises contractors/builders of breach or variance in actual construction and approved plans
- Conducts and or assists with investigations from reports regarding noncompliance
- Serves Stop Orders and Enforcement Notices for non-conformity approved plans or other codes/regulation
- As part of the technical team, assists with development of simple plans/designs for work being undertaken by the Local Authority
- Participates in site meetings on behalf of the Local Authority
- Visits places of amusement to ensure compliance with the established infrastructural standards and requirements
- Assists with preparation of estimates for building design/repairs
- Provides advice to supervisor/council, including attending relevant planning meetings
- Attends courts as witness on behalf of the Local Authority
- Prepare reports – both ad hoc and established/periodic

- Maintains a system of records of duties/activities undertaken
- Keeps details notes of site visits and related matters.
- Examine plans for subdivision development and prepares recommendation for the consideration of the Local Authority
- Prepares individual work plans and submit to supervisor/Deputy Chief for discussion and approval/otherwise
- Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks and participating in professional societies.

#### Other functions

- Participates in procurement activities by providing advice and or serving of committees
- Performs all other related duties assigned

#### 5. PERFORMANCE STANDARDS

- Building plans/documents examined against established theories and concepts and recommendations provided on time
- Building and building work sites visited before and during construction and inspection conducted according to the agreed standards
- Stop order/Enforcement Notices Served on contractors/builders for conformity. The orders and notices issued in the required form and according to the approval of the Council
- Provide advice to Deputy Chief/Local Authority on a timely manner. Such advice is objective and supported by the principles and practices of discipline
- designs and drawing developed according to the established theories and practices of the discipline and related laws/regulations
- Work plans developed in the established format and submitted in a timely manner
- Confidentiality, integrity and professionalism displayed in the delivery of duties and interaction with staff.

#### 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/Senior Building Officer	<ul style="list-style-type: none"> <li>• Receive instructions/directions</li> <li>• Provide updates on status of division and or assignments;</li> <li>• Advice on new issues or development and propose alleviating strategies</li> </ul>

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

Contact (Title)	Purpose of Communication
Buildings/contractors	<ul style="list-style-type: none"> <li>• Points out breach/variance in approval and actual construction</li> </ul>

Contact (Title)	Purpose of Communication
	<ul style="list-style-type: none"> <li>Participates in site meetings to represent the position and interest of the Local Authority</li> </ul>

## 7. AUTHORITY

- Serves stop orders/enforcement notices
- Recommends design changes
- Visit construction site as representative of the Local Authority

## 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 disputes
- Possess the relevant skills to use and manipulate relevant ICT hardware and software

### Technical

- Very good ability to read building plans and drawings
- Good knowledge of mechanical/electrical engineer
- Very good understanding of AutoCad or related software
- Very 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 Structural Engineering/Building Technology or equivalent;
- Project Management Training
- Three (3) years' related experience

## 10. SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Climbing ladders, scaffolding, high rise buildings and 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.







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

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"> <li>• Receive policy directives</li> <li>• Receives clarification/guidance</li> </ul>
MDAs and private sector, NGO's	<ul style="list-style-type: none"> <li>• Receives updates, information to better collaborate on technical project/infrastructure work in the parish</li> </ul>
PDCs, CDGs, NGO	<ul style="list-style-type: none"> <li>• Engage and receive information to inform community infrastructure development projects</li> </ul>

## 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.