



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

JOB TITLE:	Works Overseer
JOB GRADE:	SOG/ST 3
POST NUMBER	
BRANCH:	Engineering and Technical Services
SECTION:	Civil Works and Infrastructure
REPORTS TO:	Assistant Superintendent
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 Works Overseer is responsible for monitoring, assessing and generally supporting the execution of work programmes related to the maintenance and repair of parish infrastructure in compliance with technical standards. This includes roads, bridges, public buildings, and other structures under the Local Authority's jurisdiction.

3. KEY OUTPUTS

- Work programmes for road and infrastructure maintenance executed in accordance with safety standards.
- Roads, bridges, and drainage systems inspected, repaired, and maintained.
- Estimates for maintenance projects prepared.
- Payment vouchers prepared and submitted.
- Accurate and timely reports on maintenance activities submitted.
- Complaints regarding infrastructure issues investigated and resolved.
- Community meetings attended to address public concerns.
- Compliance with building regulations, road safety standards, and environmental guidelines ensured.

4. KEY RESPONSIBILITY AREAS

- Implement and oversee the execution of work programmes for the maintenance and repair of parish infrastructure, including roads, bridges, and public buildings.
- Inspect roads, bridges, and buildings to assess maintenance needs and recommend repairs.
- Prepare and submit accurate estimates for road maintenance and infrastructure repair projects.
- Investigate public complaints related to infrastructure issues and prepare reports for the Assistant Superintendent.
- Prepare and submit payment vouchers for completed works on time.
- Attend community meetings on behalf of the Assistant Superintendent to provide technical advice and address public concerns regarding infrastructure maintenance.

- Engage with community stakeholders to ensure work programmes are executed effectively and meet the community's needs.
- Ensure that all work complies with relevant building regulations, road safety standards, and environmental guidelines.
- Assist in enforcing the Town & Country Planning Act and Building Regulations, including issuing notices for illegal structures.

Other functions

- Maintains a good working relationship with supervisor and coworkers
- Performs all other related duties assigned

5. PERFORMANCE STANDARDS

- Infrastructure maintenance tasks completed on time and in accordance with technical and safety standards.
- Estimates for road and building repairs prepared accurately and submitted on schedule.
- Public complaints investigated and resolved within the required timeframe.
- Worksite safety standards maintained, including adherence to road safety and environmental guidelines.

6. INTERNAL AND EXTERNAL CONTACTS

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

Contact (Title)	Purpose of Communication
Assistant Superintendent	<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
Technical Staff	<ul style="list-style-type: none"> • Provide technical advice and collaborate during maintenance activities.

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

Contact (Title)	Purpose of Communication
Contractors and suppliers	<ul style="list-style-type: none"> • Coordinate for materials delivery and ensure compliance with technical standards.
Users of parish council buildings and infrastructure/public	<ul style="list-style-type: none"> • Posts warning/safety signs to avoid accident/incidence

7. AUTHORITY

- Recommend necessary repairs and improvements to roads, bridges, drainage systems, and public buildings.
- Recommend use of materials for maintenance tasks, ensuring efficient resource utilization.
- Provide technical guidance during repairs and infrastructure assessments.

8. REQUIRED COMPETENCIES

Core

- Strong problem-solving and time management skills.
- Good communication skills, both oral and written.
- Ability to manage multiple tasks and meet deadlines.
- High level of professionalism and integrity.

Technical

- Knowledge of civil works and infrastructure maintenance procedures.
- Familiarity with the Town & Country Planning Act, building regulations, and road safety standards.
- Proficiency in preparing estimates and conducting inspections of infrastructure.

9. MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Diploma or Associate Degree in Civil Engineering, Construction Management or equivalent
- Two (2) years' related experience in civil works and infrastructure.

10. SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Adequate travel to conduct site visits in environmentally unfriendly environment and exposure to the elements
- Physical exertion resulting from lifting/moving material and supplies