



OFFICE OF THE SERVICES COMMISSIONS
LOCAL GOVERNMENT SERVICES COMMISSION
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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29th April, 2025

CIRCULAR No. 18/2025


Applications are invited from suitably qualified Officers to fill the post of **Deputy Chief Engineering Officer (SOG/ST 8)**, which will become vacant with effect from the **30th May, 2025**, salary range \$7,716,512 - \$10,377,851 per annum and any allowance(s) attached to the post in the **Kingston and St. Andrew Municipal Corporation**.

Please see attached, the relevant job posting.

Applications are to be submitted no later than 16th May, 2025 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.

 Yvonne S. Hamilton (Miss)
Secretary (Actg.)
Local Government Services
for Chief Personnel Officer



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

JOB TITLE:	Deputy Chief Engineering Officer – Building Works
JOB GRADE:	SOG/ST 8
POST NUMBER	
BRANCH:	Engineering and Technical Services
SECTION:	Building Works Section
REPORTS TO:	Chief Engineering Officer
MANAGES:	Senior Building Officer Building Officer Assistant Building Officer

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 general direction of the Chief Engineering Officer, the Deputy Chief Engineering Officer – Building Works provides leadership in administering the Building Act, National Building Code, and related regulations. The role ensures the appropriate systems and processes are in place to enhance and ensure efficient processing of building permit applications, compliance with building codes, and oversight of building inspections. Additionally, the officer provides technical guidance and collaborates with stakeholders to maintain regulatory standards and support the development of safe and sustainable building infrastructure.

3. KEY OUTPUTS

- Applications for building and building works processed
- Applications for modification of restrictive covenants processed
- Monitoring and inspection guideline developed and implemented
- Technical advice regarding building and building works provided
- Building work monitored
- Registers of permits, breaches, fees et cetera maintained
- Attend courts as expert witness
- Budget and Corporate/Divisional developed
- Periodic reports produced
- Divisional work plans produced
- Performance of supervises appraised

4. KEY RESPONSIBILITY AREAS

Technical/Professional Responsibilities

- Leads the reviewing process for application building and building works processes
- Implement systems to monitor application for processes
- Reviews technical drawings, plans, bills of quantities and related documents for approval
- Leads the review of application for permits/modification of restrictive covenants and related documents for approval
- Approves/recommends the granting of permits
- Ensures that building permits are issued for the whole of the proposed building work or proposed stage
- Ensures that certificates of compliance and occupancy are issued
- Attends in-house meetings to provide technical advice to Chief Executive Officer/Council on matters related to the administration of permits, breaches and related issues
- Conducts research to assist in the provision of technical advice, including special permits for the protection of national heritage sites and buildings

- Collaborates with the chief engineering office and colleagues to review and develop guidelines regulations and codes to further enhance the development of the building sector
- Liaise/forge professional partnerships with stakeholders such building professionals, independent contractors, and the Bureau of standards (and other government agencies) to receive advice/input, suggestions or otherwise to
- Oversees the monitoring of building works and inspection activities
- Researches and makes recommendations for the development of monitoring and inspection guidelines for building and building works and bench standards for the performance of functions of building officials
- Ensures that building works are monitored
- Surveys (or cause to be surveyed) buildings to ensure compliance
- Acting as team lead, participate in monitoring and inspection exercises and give instruction for compliance/correction of breach
- Reviews inspection reports and makes recommendation for stop orders
- Reviews inspection reports and makes recommendation for issuing (or cancelling) of certificate of compliance and occupancy Develop a system to maintain records that are important to the portfolio responsibility (for example drawings, estimates, expenditures, directives to immediate staff) by ensuring information is captured, stored, and easily retrievable.
- Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks and participating in professional societies.

Other functions

- Participates in the development of technical specification to inform the procurement of goods/services
- Ensures the preparation of statistical and other reports, both standard and ad hoc and requested by the chief engineering officer/chief executive officer
- 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

- Applications for building and building works/modication of restrictive covenants reviewed in accordance with the Building Act and Building Codes and the stipulated turnaround time
- objective technical advice regarding building and building works administration and related matters provided on time and support by relevant research
- Monitoring and inspection guidelines reviewed as requested by chief engineer officer/chief executive officer developed and implemented as instructed
- Building work monitored/inspected and compliance certificates, stops orders insured in accordance with regulations and established procedures
- Provides accurate information in a timely manner and required format to the chief engineer to develop the Parish infrastructure development plan
- Provide accurate estimates and information in a timely manner and in the required format to chief engineering officer to inform the development of the divisional budget and corporate plans
- Periodic reports produced are delivered on time, with accurate information to the chief engineering officer/chief executive officer
- Unit 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.

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"> • Receive instructions/directions • Provide updates on status of division and or assignments; • Advice on new issues or development and propose alleviating strategies
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
PIOJ	<ul style="list-style-type: none"> • Receive information on sustainable development issues/concerns
Bureau of Standards	<ul style="list-style-type: none"> • Liaises on matters relating to the I-Codes
PDCs, CDGs, NGO	<ul style="list-style-type: none"> • Engage and receive information to inform community infrastructure development projects
Inhabitants/General public	<ul style="list-style-type: none"> • Supply information on pertinent issues, receive information/data

7. AUTHORITY

- Recommends approval/disapproval on applications for building permits stop orders
- Sign off on technical documents and calculations
- 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 disputes
- Possess the relevant skills to use and manipulate relevant ICT hardware and software

Technical

- Expert knowledge of building plans/architectural drawings
- Good appreciation of other areas of engineer (eg mechanical, electrical)
- Strong mathematical and computational skills
- Good appreciation of the operations of the machinery of local authorities;
- Developed appreciation of the principles and practices of local government/governance
- Expert knowledge of relevant legislation: Building Act/Code, by-laws, regulations, Town and Planning Act
- Adequate financial and accounting skills, especially relating to public accounting principles and practices
- Strong appreciation for organizational change and change management skills
- Well 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

- Master's degree in Structural Engineering, Building Technology, Technical Drawing (or equivalent Engineering qualification recognized by the Professional Engineers Registration Board)
- Professional Registration with the Professional Engineers Registration Board of Jamaica

- Project Management Training
- At least 5 years progressive work experience, at least three of which should be at supervisory level

10. SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- The position is demanding. It carries a high degree of stress in managing the infrastructural and related environmental issues of the local authority.
- 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.