



CIVIL WORKS ENGINEER (LEVEL 7)

Basic Salary: \$3,770,761.00 - \$5,071,254 per annum.

JOB PURPOSE:

Under the general direction of the Senior Director, Infrastructure, Facilities, and Documentation, the incumbent is responsible for performing infrastructural engineering project planning and coordination duties, which include tendering and specification development of programs for the planning, design, construction, and maintenance of civil works.

KEY RESPONSIBILITY AREAS:

Management/Administrative

- Directs the work of contractors and ensures that duties are performed efficiently and effectively and by established guidelines.
- Prepares, monitors, and controls the annual budget for Civil Engineering Works by the Agency's primary goals.
- Represents the Agency at meetings, Funding Agencies, and with Private Planters, Affiliated Agencies, and NGOs.
- Participates as a panelist in the selection of Contractors.
- Participates in the development of National and Local Forest Management Plans.
- Evaluates performance against pre-determined objectives.

Technical/Functional

- Participates in the design and planning of civil projects requiring budgetary requirements.
- Inspects and assesses materials, methods, and equipment used in construction.
- Prepares and monitors workflows for all projects.
- Organises schedules, co-ordinates, and facilitate timing, quality, and issues related to all such projects and work requests.
- Reviews construction projects for practicability, availability of materials, and suitability of specifications.
- Reviews administrative requirements, and negotiate pricing changes, where necessary.
- Prepares designs, technical drawings, sketches, and specifications of roads and trails.
- Undertakes routine evaluation of proposals for contractual works.
- Provides technical expertise and prepares profiles and plans.
- Submits work drawings for contractors' tender and guidance.

- Manages major building refurbishing/development projects for the enhancement and/or erection of office spaces at Forestry Department locations island-wide.
- Drafts framework agreements for civil works service contracts.
- Discusses and reviews layouts, work in progress, and work completed with the relevant personnel.
- Conducts safety compliance inspections and condition surveys in performing facilities engineering management duties.
- Maps out related designs and co-ordinates various projects and studies.
- Liaises with Forest Science and Technology Services to gather information for activities to be designed.

- Prepares and details existing topographical detail such as waterways, roads, bridges, culverts, and farm lots on proposed development plans.
- Plots surveys for forest plans.
- Draws the structural details of elevations, floor plans, and cross-sections of log houses, buildings, and structures.
- Makes corrections and/or additions as directed.

Human Resources

- Manages the welfare and development of staff in the Branch through the preparation of performance appraisals and recommendation of required training and development programs.
- Provides leadership to staff through effective objective setting, delegation, and communication.
- Participates in the recruitment and selection of staff for the Branch.
- Ensures that staff members are aware of and adhere to the policies, procedures, and regulations of the Agency and the wider government sector.
- Approves vacation leave for staff in the Branch in keeping with established human resource policies.
- Recommends/administers disciplinary action in keeping with established human resource policies.
- Performs other related duties that may from time to time be assigned.

Required Competencies:

The post-holder will be able to demonstrate:

Technical

- Good knowledge of information technology and the scope it offers for supporting management and operations.
- Ability to Negotiate with Contractors
- Knowledge of equipment for use in operations.
- Extensive knowledge of Engineering Works and Surveying Techniques.
- Excellent project planning capability.

Behavioural

- Ability to work under pressure to meet specific deadlines.

- Ability to build partnerships in achieving operational goals.
- Excellent leadership and management skills.
- Excellent oral and written communication skills.
- Strong interpersonal and analytical skills.
- Sound analytical and strategic thinking.
- Ability to prioritize amongst conflicting demands and make rational decisions based upon a sound understanding of the facts in a limited time.
- An ability to manage limited resources to achieve challenging output targets.

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- A First Degree in Engineering Science, or Construction Technology with field experience in undertaking Project assignments. Plus
- Three (3) years' experience in civil works.
- Operates a reliable motor vehicle.
- Knowledge of safety regulations and programs.

Or

- Any other acceptable combination of academic qualification, field experience, and coursework equivalent to any specific area of research requested.

Applications along with résumés should be submitted no later than **Friday, March 31, 2023 to:**

Senior Director,
Human Resource Management & Development
Forestry Department
173 Constant Spring Road
Kingston 8
Email: hrmd.fd@gmail.com

We thank all persons who express an interest; however, only short-listed applicants will be contacted.