



CIVIL SERVICE OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

Ministry/Entity: Ministry of Health

JOB TITLE:	Civil Works Engineer
JOB GRADE:	SOG/ST 7
POST NUMBER:	56647
DIVISION/BRANCH:	Corporate Services Division/Health Facilities Maintenance Branch
SECTION/UNIT:	-
REPORTS TO:	Director, Health Facilities Maintenance
MANAGES:	2 Senior Civil Works Technician SOG/ST 4 1 Artisan LMO/TS 6 2 Artisan LMO/TS 4

This document will be used as a management tool and specifically will enable the classification of positions and the evaluation of the performance of the post incumbent.

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

Employee

Date

Manager/Supervisor

Date

Head of Department/Division

Date

Date received in Human Resource Division

Date Created/Revised

1. JOB PURPOSE (Reason for Existence)

Under the general direction of the Director, Health Facilities Maintenance, the Civil Works Engineer is responsible for providing specialist assistance to the regions on preventative and corrective maintenance of buildings and physical facilities and /or solicits assistance locally or overseas.

In addition to develop standards and procedures for the maintenance of civil works in the public health sector to ensure safety, reliability and cost effectiveness.

2. KEY OUTPUTS (Results, Deliverables)

- Maintenance standards and procedures for Civil Works developed;
- Buildings and other physical structures inspected;
- Audits of Regional Maintenance Systems conducted;
- Training programmes designed and implemented;
- Technical advice provided;
- Reports prepared and submitted.

3. KEY RESPONSIBILITIES (Activities, Tasks)**A.) Management/Administrative Responsibilities**

- Participates in the development of the Operational Plan for the Branch;
- Develops in collaboration with those supervised work plan for the Section;
- Prepares individual work plan;
- Ensures that staff supervised have written job descriptions;
- Prepares monthly management report on activities undertaken.

B.) Technical/Professional Responsibilities;

Civil Works Engineer,
Maintenance Branch,

Corporate Services Division/Health Facilities
Ministry of Health.

Prepared by: HR Consultant,

October 28, 2016

- Participates in the formulation of maintenance policies and plans for the Ministry of Health and the Regional Health Authorities;
- Participate in the establishment of operating guidelines for the Regional Maintenance Units;
- Develops standards and procedures for the maintenance of civil works pursued by the Ministry of Health to ensure safety, reliability and cost effectiveness.
- Provides technical advice, codes and standards for building structures and facilities used in the public health sector;
- Collaborates with the Director, Civil Works in the Project, Planning and Implementation Unit to ensure that civil works pursued by the Ministry is performed in according to specifications;
- Monitors the reported preventive and corrective maintenance data for building structures and equipment as entered by the Regional Maintenance Units on the Maximo Maintenance Management System and make assessments as to condition, performance and the application of accepted maintenance standards;
- Carries out inspections of buildings and other physical structures after disasters to ascertain if the integrity of structures are maintained;
- Plans the development of physical facilities to meet the projected demand based on expansion of health service;
- Contributes to the development of National Standards for the certification of Civil Works Technicians and Artisans;
- Liaises with the Bureau of Standards, Town Planning Department and other local and international regulatory agencies in order to develop and keep abreast of internationally accepted established standards;
- Conducts audits of Regional Maintenance Systems to determine if maintenance procedures relating to buildings and facilities are being adhered to and standards met. Take action to avert problems that are indicated and monitor outcome;
- Collaborates with the Regional Maintenance Manager and Director Human Resource and Industrial Relations to determine the priority areas for training;

Civil Works Engineer,
Maintenance Branch,

Corporate Services Division/Health Facilities
Ministry of Health.

Prepared by: HR Consultant,

October 28, 2016

- Collaborates with the Human Resource Planning and Development Unit in the design and implement of training programmes for Regional Civil Works Technicians;
- Provides expert advice to Senior Management on all matters pertaining to building maintenance, water, roads, sewage and drainage systems;
- Develops innovations to keep the maintenance costs for physical facilities to a minimum while ensuring safety and reliability;
- Collaborates with the Bio-Medical, Electrical and Electro-Mechanical Engineers in the establishment of a library of manufacturer's resource material, current manuals and periodicals on equipment/machines for training and reference purposes;
- Maintains professional growth and development through professional affiliations, conferences, manufacturers' seminars, internet correspondence to keep abreast of the current information, norms and standards in the field;
- Participates on committees, attends meetings relating to the maintenance of buildings and facilities.

C.) Human Resource Responsibilities

- Provides leadership to staff supervised through effective goal setting, delegation and communication;
- Manages the welfare and development of staff supervised through the preparation of Performance Evaluation and recommends training and other programmes;
- Provides guidance to staff supervised through coaching, mentoring and support as necessary;
- Monitors the operations of the Section and oversees and/or participates in the review and evaluation of the work of assigned staff;
- Promotes the building of institutional knowledge for the Section by ensuring that established systems and procedures are documented and disseminated;
- Ensures that staff adheres to the policies and procedures of the Branch;
- Participates in the recruitment and selection of staff and recommends movement when appropriate;
- Recommends vacation leave and approves sick and departmental leave for

Civil Works Engineer,
Maintenance Branch,

Corporate Services Division/Health Facilities
Ministry of Health.

staff in the Section and participates in the administration of staff benefits in keeping with established human resource policies;

- Recommends/administers disciplinary action in keeping with established Human resource policies;
- Ensures that staff is provided with adequate and appropriate physical resources to enable them to undertake their duties efficiently and effectively;
- Conducts monthly and ad hoc staff meetings.

D.) Other Responsibilities:

- Performs any other related duties, as assigned by the Director, Health Facilities Maintenance.

4. PERFORMANCE STANDARDS (How Success Will Be Measured)

- Maintenance standards and procedures for Civil Works developed in accordance with established guidelines;
- Buildings and other physical structures inspected in keeping with activity work plan and/or emergencies;
- Audits of Regional Maintenance Systems conducted within a specified timeframe;;
- Training programmes of priority areas for Regional Civil Works Technicians designed and implemented;
- Technical advice provided are technically sound and timely;
- Reports submitted are accurate, comprehensive and prepared in a timely manner;

5. INTERNAL AND EXTERNAL CONTACTS

i) Internal

Civil Works Engineer,
Maintenance Branch,

Corporate Services Division/Health Facilities
Ministry of Health.

Prepared by: HR Consultant,

October 28, 2016

Contact (Title)	Purpose of Communication
Director, Corporate Services	Matters relating to maintenance of buildings and facilities in the Ministry
Director, Health Facilities Maintenance	Obtain advice, receive directives and guidance, work assignments information regarding portfolio and provide feedback
Project, Planning and Implementation Unit	Matters relating to specification of buildings and facilities
Director, Standards and Regulations	Matters relating to the establishment of maintenance standards
Regional Health Authorities – Regional Directors, Directors, Operation and Maintenance	Matters relating to monitoring and maintenance of buildings and facilities

ii) External Contact

Contact	Purpose of Communication
Bureau of Standards	Matters relating to establishment of standards for buildings and facilities
Town Planning Department	Matters relating to building plans
Private health facilities	Matters relating to building and facilities

6. REQUIRED COMPETENCIES

Core

- Ability to communicate effectively orally and in writing;
- Good interpersonal skills and people management;
- Good decision-making and critical thinking skills;
- Good leadership, networking and relationship-building skills;
- Strong analytical and problem solving skills;
- Good planning, organizing and time management skills;
- Ability to exercise sound judgment and conviction of purpose in unfavourable/unpopular situations;
- Ability to motivate, persuade and influence others;

Civil Works Engineer,
Maintenance Branch,

Corporate Services Division/Health Facilities
Ministry of Health.

Prepared by: HR Consultant,

October 28, 2016

- Ability to prioritise among conflicting demands;
- Good customer relations skills.
- Excellent skills in teamwork and cooperation;
- Ability to work harmoniously with a diverse group of people at various levels externally and internally;
- Ability to exercise tact and diplomacy in dealing sensitive and confidential employee situations;
- Strong goal/result orientation;
- Keen listener;
- Managing external relationships
- Excellent integrity/ethics exercised in the performance of duties.
- Maintains a high level of productivity and self-direction;

Technical

- In-depth knowledge of Jamaica Building Codes;
- In-depth knowledge of the Town Planning Department's Code;
- Knowledge of Electrical Codes
- Expertise in Maintenance Management;
- Working knowledge of any maintenance management software applications.

7. MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's Degree in Civil Engineering;
- A minimum of three (3) years experience in a Civil Engineering Department at the managerial level;

Civil Works Engineer,
Maintenance Branch,

Corporate Services Division/Health Facilities
Ministry of Health.

Prepared by: HR Consultant,

October 28, 2016

- Any equivalent combination of education and experience

8. SPECIAL CONDITIONS ASSOCIATED WITH JOB

- Required to work beyond normal working hours as the need arises;
- Required to travel locally.

9. AUTHORITY TO:

- Develop maintenance standards for building and related facilities;
- Conduct audit inspection of physical facilities in the Regions;
- Recommend the continued use/retirement/modification of structures based on Maximo System or other sources.

10. WORKING CONDITIONS

- Normal office conditions;
- Occasional exposure to unpleasant physical conditions.