



CIVIL SERVICE OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

Ministry/Entity: Ministry of Health

JOB TITLE:	Director, Civil Works Engineer
JOB GRADE:	SOG/ST
POST NUMBER:	
DIVISION/BRANCH:	Project Planning and Maintenance Division
SECTION/UNIT:	Civil Works Section
REPORTS TO:	Director, Project Planning and Maintenance
MANAGES:	Project Engineer Senior Civil Works Technician Architect

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, Project Planning and Maintenance, the Director Civil Works Engineer is responsible to manage the Capital A Budget and Deferred Maintenance Programmes, to provide 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)

- Ministry's Capital A Budget prepared;
- Pre-qualification and tender documents for the Ministry's Capital A projects prepared;
- Plans, drawings and submissions reviewed and approved;
- Implementation schedules for all projects reviewed, approved and monitored;
- Maintenance standards and procedures for Civil Works developed;
- Buildings and other physical structures inspected;
- Payment vouchers approved;
- Audits of Regional Maintenance Systems conducted;
- Training programmes designed and implemented;
- Technical advice given;
- Reports prepared and submitted.

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3. KEY RESPONSIBILITIES (Activities, Tasks)

A.) Management/Administrative Responsibilities

- Participates in the development of the operational plan and Budget for the Project Planning and Maintenance Division;
- Develops in collaboration with those supervised work plan for the Section;
- Prepares individual work plan;
- Provides technical advice to the Minister, Permanent Secretary, and Regional Health Authorities on matters pertaining to civil work;
- Sits on technical committees involved with the evaluation of contractors for inclusion in the Ministry's approved list of contractors;
- Participates in the formulation of maintenance policies and plans for the Ministry of Health and the Regional Health Authorities;
- Participates on committees, attends meetings relating to the maintenance of buildings and facilities;
- Represents the Ministry of Health at meeting and seminars;
- Keeps the Director, Project Planning and Maintenance informed on the status of all capital projects being undertaken;
- Prepares monthly management report on activities undertaken.

B.) Technical/Professional Responsibilities;

- Prepares and manages the implementation of the Ministry's Capital A and Deferred Maintenance Programmes;
- Reviews and approves all plans, drawings and submissions from the Project Engineer and Project Architect;
- Advises on recommendations submitted by Project Engineer and Project Architect Contractors;
- Liaises with Town Planning Department, Jamaica Bureau of Standards, Public Utility Agencies, fire services and other regulatory agencies to ensure

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compliance with building/safety codes, and to keep abreast of internationally accepted established standards;

- Participates as a member of the Team negotiating with the Ministry of Finance and international funding agencies for financing of projects and feasibility studies;
- Liaises with the Attorney General's Department, Legal Services assigned to the Ministry of Health to ensure that all agreements/contracts relating to the Ministry's civil works are constitutional and legally binding;
- Assumes overall responsibilities for the preparation of pre-qualification and tender documents for civil works and equipment supply for the Ministry's Capital A projects;
- Coordinates tender evaluation and liaise with the Government's Contracts Committee;
- Reviews, approves and monitors implementation schedules for all projects, authorizes changes, as required;
- Chairs monthly site meetings with the Project Engineer, Project Architect, Contractors and Consultants, through which the progress is monitored;
- Arranges periodic tours of the site with the Project Engineer and Project Architect;
- Initiates variations to the contracts, as required;
- Monitors critical paths and issues milestone warnings to contractors;
- Approves payment vouchers submitted for work done as per contract. Ensures that contractors are not fully compensated until work is repaired or completed satisfactorily;
- Collaborates with the Director, Project Planning and Maintenance in developing and reviewing criteria used for measuring project performance;
- Ensures the maintenance of an information system for tracking project performance and an early warning system for delays/bottlenecks that may arise;
- Participate in the establishment of operating guidelines for the Regional Maintenance Units;

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- 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;
- Ensures 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;
- 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 Managers and Director Human Resource and Industrial Relations to determine the priority areas for training;
- Collaborates with the Human Resource Planning and Development Unit in the design and implement of training programmes for Regional Civil Works Technicians;
- 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;

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- 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;

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 Division;
- Participates in the recruitment and selection of staff and recommends movement when appropriate;
- Recommends vacation leave and approves sick and departmental leave for 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, Project Planning and Maintenance.

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4. PERFORMANCE STANDARDS (How Success Will Be Measured)

- Ministry's Capital A Budget prepared in the appropriate format and within agreed deadline ;
- Pre-qualification and tender documents for the Ministry's Capital A projects prepared in a timely manner;
- Plans, drawings and submissions reviewed and approved in accordance with established procedures and guidelines;
- Implementation schedules for all projects reviewed, approved and monitored in keeping with the Ministry's strategic plans and objectives;
- Maintenance standards and procedures for Civil Works developed in accordance with established guidelines and implemented in a timely manner;
- Buildings and other physical structures inspected annually or emergencies in accordance with established guidelines and in keeping with the National Building Code and other relevant codes;
- Payment vouchers approved are accurate and consistent with contracts;
- 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 given are technically sound and timely;
- Reports prepared and submitted are accurate and comprehensive;
- A high level of performance is demonstrated consistently;
- High ethical standards are maintained in the conduct of professional and personal business.

5. INTERNAL AND EXTERNAL CONTACTS

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i) Internal

Contact (Title)	Purpose of Communication
Director, Project Planning and Maintenances	Obtain advice, receive directives and guidance, work assignments information regarding portfolio and provide feedback
Director, Health Facilities Maintenance	Matters relating to maintenance of buildings and facilities in the Ministry
Director, Standards and Regulations	Matters relating to the establishment of maintenance standards
Regional Health Authorities – Regional Directors, Directors, Operation and Maintenance	Matters relating to pre-qualification and tender documents for civil works, 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
Contractors	Matters relating to work done

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;

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- 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;
- Strong goal/result orientation;
- Keen listener;
- Managing external relationships;
- Ability to manage multiple projects simultaneously;
- Excellent integrity/ethics exercised in the performance of duties;
- Maintains a high level of productivity and self-direction.

Technical

- Knowledge of project budgeting and fiscal management;
- In depth knowledge of Government's tendering requirements and procedures
- In-depth knowledge of Jamaica Building Codes;
- In-depth knowledge of the Town Planning Department's Code;
- Knowledge of Electrical Codes
- Knowledge and understanding of mechanical, structural and civil engineering design principles as applicable to construction projects;
- Expertise in the application of project management principles, techniques and tools;
- Working knowledge of quantitative analysis and statistical techniques;
- Ability to direct engineering and construction project inspection programmes and ensure contractor compliance;
- Ability to use project management software applications in the management of capital projects

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7. MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's Degree in Civil Engineering with specialization in building construction;
- Training in Project Management;

PLUS

- Eight (8) years working experience in construction management, at least three (3) of which should be at the managerial level.
- Experience in the construction of health facilities would be an asset
- 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.
- Required to visit construction sites
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9. AUTHORITY TO:

- Approve technical designs for capital projects;
- Approve work plan for Project Architect and Project Engineer;
- Conduct site visits and approved modifications to civil works, as required.

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- Conduct audit inspection of physical facilities in the Regions;
- Approve payment vouchers from contractors for work completed, as per contract;
- To recommend variations to contracts.
- Develop maintenance standards for building and related facilities;
- 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.

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Prepared by: HR Consultant, June 22, 2017