



CIVIL SERVICE OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

Ministry/Entity: Ministry of Health

JOB TITLE:	Project Engineer
JOB GRADE:	SOG/ST 7
POST NUMBER:	53629
DIVISION/BRANCH:	Project Planning and Maintenance Division
SECTION/UNIT:	Civil Works Section
REPORTS TO:	Director, Civil Works Engineer
MANAGES:	N/A

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 direction of the Director, Civil Works Engineer, the Project Engineer is responsible to provide Engineering support for all capital projects being undertaken by the Ministry and the Regional Health Authorities.

2. KEY OUTPUTS (Results, Deliverables)

- Engineer's Estimates for capital projects prepared;
- Engineering component of Project Profiles prepared;
- Engineering Drawings prepared;
- Engineering plans, drawings and submissions reviewed;
- Site visits and inspections conducted;
- Technical advice given;
- Project Status Reports prepared.

3. KEY RESPONSIBILITIES (Activities, Tasks)

A.) Management/Administrative Responsibilities

- Participates in the development of the Operational Plan for the Section;
- Prepares individual work plan;
- Advises the Permanent Secretary, Regional Health Authorities and the Director, Project Planning and Maintenance on all technical matters relating to engineering;
- Prepares engineer's estimate, as required;

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- Represents the Ministry at meetings and workshops etc;
- Prepares and submits progress report on a monthly basis or as required by the Director, Civil Works.

B.) Technical/Professional Responsibilities;

- Participates as a member of the multi-disciplinary team involved in identifying, developing and evaluating Capital A & B projects for the public health sector and developing and documenting project profiles for submission to funding agencies;
- Participates in the preparation of Pre-qualification and Tender documents for civil works and equipment supply for capital projects being undertaken by the Ministry of Health and Regional Health Authorities;
- Prepares civil engineering drawings for capital projects as assigned by the Director, Civil Works Engineer;
- Reviews all engineering plans, drawings and submissions from external agencies to ensure that they meet specifications;
- Liaises with Quantity Surveyors (if required) to ensure preparation of Bill of Quantities and preliminary costs for the Ministry's capital projects;
- Liaises with Contractors, Architects and Quantity Surveyors to ensure that work is performed in according to specifications and project agreement;
- Conducts site visits and carries out on the spot inspections in collaboration with Director, Civil Works Engineer and Project Architect;
- Plans, organizes and executes the physical monitoring of the ministry's capital projects to ensure that construction work is performed according to specification and within established time and cost estimates;
- Carries out critical path analyses, identifies problems or bottlenecks and advise the Director, Civil Works Engineer of problems identified and formulate solutions to deal with them;
- Monitors all contracts as they relate to liquidated damages, bonus payments and all other relevant clauses including welfare of workers and the statutory deductions;

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- Recommends payment vouchers submitted by contractors for work done, in accordance with contract;
- Advises the Director, Civil Works Engineer on recommendations submitted by Engineers and Contractors;
- Liaises with Planning Institute of Jamaica and Project Analysis and Monitoring Company (PAMCO) and submit, reports, as required;
- Keeps abreast of developments in the field of civil works.

C.) Other Responsibilities:

- Performs other related engineering duties necessary to execute various capital projects, as assigned by the Director, Civil Works Engineer from time to time.

4. PERFORMANCE STANDARDS (How Success Will Be Measured)

- Engineering component of Project Profiles prepared in adherence to professional standards;
- Engineering Drawings prepared in keeping with specifications and are consistent with the relevant codes and regulations;
- Engineer's Estimates for capital projects prepared within the specified time frame;
- Engineering plans, drawings and submissions reviewed, meet specifications and are consistent with the Town Planning Code, the National Building Code and other relevant codes;
- Site visits and inspections conducted in keeping with established guidelines;
- Advice given is technically sound;
- Monthly Progress Reports are comprehensive, accurate and submitted within specified time frame.

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5. INTERNAL AND EXTERNAL CONTACTS

i) Internal

Contact (Title)	Purpose of Communication
Director, Project, Planning and Maintenance	Obtain advice, receive directives and guidance, information regarding portfolio and provide feedback
Director, Civil Works Engineer	Obtain advice, receive directives and guidance, work assignments, information regarding portfolio and provide feedback
Project Architect, Project Surveyor	Collaborates, ensuring compliance by contractors
Members of staff in the Division	Collaborates, matters relating to various project activities
Regional Health Authorities - Directors, Operation and Maintenance	Matters relating to civil works

ii) External Contact

Contact	Purpose of Communication
Contractors and external agencies	Matters relating to review of plans, drawings and submissions; compliance with specifications and project agreements

6. REQUIRED COMPETENCIES

Core

- Ability to communicate effectively orally and in writing;
- Ability to write reports containing technical information;
- Good interpersonal skills;
- Good decision-making and problem solving skills;
- Good planning, organizing and time management skills;
- Ability to exercise sound judgment and conviction of purpose in unfavourable/unpopular situations;

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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;
- Research skills;
- Excellent integrity/ethics exercised in the performance of duties;
- Maintains a high level of productivity and self-direction.

Technical

- In-depth Knowledge of Government's tendering requirements and procedures;
- Sound knowledge of Jamaican Building and Electrical Code;
- Sound knowledge of the Town Planning Department's Code;
- Expertise in the application of Civil Engineering principles and practices;
- Ability to perform complex engineering calculations using prescribed procedures and formulae;
- Ability to prepare engineering documents, specifications and cost estimates for projects;
- Ability to conduct field inspections, surveys and measurements for civil engineering projects ;
- Expertise in the application of project management techniques and tools;
- Proficiency in the use of computers and relevant software applications.

7. MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- A Bachelor of Science Degree in Civil Engineering from an academic institution;
- Training in Project Management;
- Six (6) years progressive working experience in construction management;
- 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 visit construction sites;
- Required to travel island wide.

9. AUTHORITY TO:

- Certify payment to contractors within approved limits and in accordance with project Agreements;
- Conduct site visits and recommend modifications to civil works, as Required;
- Recommend variations to contracts for engineering services.

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10. WORKING CONDITIONS

- Normal office conditions;

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