



CIRCULAR NO. 15/2019
File No. 310/04 III

6th May, 2019

Chief Executive Officers

Sir/Madam

Chief Executive Officers are asked to invite applications from suitably qualified to fill the vacant post of **Assistant Superintendent (SOG/ST 4)** in the **Clarendon Municipal Corporation** salary range \$1,010,606 – 1,201,293 per annum and any allowance(s) attached to the post:

Job Purpose:

Under the supervision of the Superintendent, the Assistant Superintendent is responsible for the supervision of the Works Overseers and oversees the implementation of work programmes.

Job Responsibility:

- Supervising Works Overseers in the implementation of work programmes.
- Preparing estimates for repairs to:
 - Municipal Corporation Building
 - Minor Water Supplies
 - Drains, Kerbs and channels
 - Public Sanitary Conveniences
 - Roads
 - Bridges
 - Walls
- Allocating and inspecting work on roads, parks and cemeteries.
- Attending the following committee meetings:
 - Planning and Environment
 - Infrastructure, Development and Maintenance.
- Preparing estimate and implement work under the following;
 - Social and Economic Support Programme
 - Local Development Programme
 - Constituency Development Funds
- Inspecting buildings from time to time during the period of construction to ensure that foundation works are properly laid out.
- Inspecting subdivisions to ensure that all infrastructural works are in place.
- Investigating complaints made by the public affecting the Roads and Works and Minor Water supplies Departments.
- Ensuring the enforcement of the Town and Country (Coastal Development Order) and the Local Planning Authority Acts.
- Making decisions relating to water supplies, roads and buildings.
- Inspecting flood damage from time to time.
- Preparing estimates of flood damage roads and water supplies.
- Supervising repair works at the infirmary from time to time.

- Preparing monthly reports on buildings, roads and water supplies.
- Inspecting sewage disposal systems from time to time.
- Supervising cemetery keepers, grounds men, lifeguards and watchmen.

Any other duty(s) that may be assigned by the Superintendent or any other senior officer vested with his or her administrative authority from time to time.

Performance Criteria

- Key deliverables are produced within agreed timescale to required standards.

Job Dimensions

- Making decisions relating to water supplies, roads and buildings

Qualification and Experience

- The incumbent should possess a Diploma or BSc. in Construction Engineering or related field.
- A minimum of five (5) years' experience in the construction field would be an asset.

Applications accompanied by resumes should be submitted **no later than 27th May, 2019 to:**

**Secretary
Local Government Services Commission
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.

Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Municipal Corporation and brought to the attention of all eligible officers.



M. Martinez (Mrs.)
Secretary
Local Government Services Commission
for Chief Personnel Officer

Chief Executive Officer:

KSAMA, Portmore, St. Thomas, Portland, St. Mary, St. Ann, Trelawny, St. James, Hanover,
Westmoreland, St. Elizabeth, Manchester, Clarendon, St. Catherine