

OFFICE OF THE SERVICES COMMISSIONS
LOCAL GOVERNMENT SERVICES COMMISSION
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
30 NATIONAL HEROES CIRCLE, KINGSTON 4
JAMAICA, WEST INDIES
TEL: 876-922-8600
FAX: 876-932-5980 / 876-924-9764
EMAIL: communications@osc.gov.jm
WEBSITE: www.osc.gov.jm

OSC Ref. 310/04^{IV}

11th May, 2026

CIRCULAR No. 10/2026

Applications are invited from suitably qualified individuals to fill the undermentioned vacant posts in the **Portland Municipal Corporation**:

1. **Assistant Superintendent – Minor Water Supplies (SOG/ST 5)**, salary range: \$3,501,526 - \$4,709,163 per annum; and
2. **Physical Planning Coordinator (GMG/AM 4)**, salary range: \$2,803,771 - \$3,770,761 per annum.

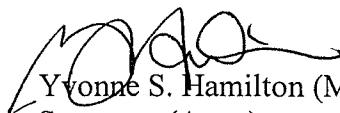
Please see attached the relevant job postings and note the required academic qualifications.

Applications are to be submitted no later than the 29th May, 2026 to:

Secretary (Actg.)
Local Government Services
Office of the Services Commissions
Ministry of Finance and the Public Service Complex
2nd Floor, G Block
30 National Heroes Circle
Kingston 4

Email address is as indicated above.

Please note that only short-listed applicants will be contacted.


Yvonne S. Hamilton (Miss)
Secretary (Actg.)
Local Government Services
for Chief Personnel Officer (Actg.)



MINISTRY OF LOCAL GOVERNMENT & RURAL DEVELOPEMENT
LOCAL AUTHORITY
JOB DESCRIPTION AND SPECIFICATION

JOB TITLE:	Assistant Superintendent – Minor Water Supplies
JOB GRADE:	SOG/ST 5
POST NUMBER	
BRANCH:	Engineering and Technical Services
SECTION:	Civil Works and Infrastructure – Minor Water Supplies
REPORTS TO:	Deputy Chief Engineering Officer - Civil Works and Infrastructure
MANAGES:	Maintenance Officer Sideman Artisan

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

Employee

Date

Head of Department/Division

Date

Date received in Human Resource Division

Date

1. STRATEGIC OBJECTIVES OF THE BRANCH:

The Engineering and Technical Services Branch will ensure that the Local Authority adequately manages and oversees the outlay and maintenance of new and existing infrastructure within the municipality, including buildings, roads, bridges, culverts, gabion baskets, minor water supplies etc.

2. JOB PURPOSE

The Assistant Superintendent for Minor Water Supplies assists the Local Authority in maintaining local water supply systems by leading work teams to ensure that minor water supply infrastructure is well-maintained and operates efficiently. The incumbent is responsible for ensuring the provision of clean and reliable water to the community by implementing a steady preventative maintenance programme.

3. KEY OUTPUTS

- Inspection and maintenance of water supply infrastructure.
- Maintenance reports prepared and submitted.
- Water quality assessments conducted.
- Pipes repaired and replaced.
- Pumps maintained and serviced.

4. KEY RESPONSIBILITY AREAS

- Ensure water lines, pipes, and pumps are properly maintained and repaired in a timely manner.
- Leads inspection teams of water supply structures – tanks, (entomb) springs, barbeques, pipelines and report leakage to the Local Authority
- Mobilizes work teams and provide supervision on repair work sites
- Identifies factors likely to disrupt/contaminate minor water supply systems and report to supervisor/council
- Communicates with community residents on matters related to water disruption/supplies or other issues
- Implements and maintains systems to monitor pump operations by turning on/off and examines operational efficiency
- Implements and monitors systems to tests water quality and report readings to the parish council
- Keep up to date with current safety regulations and requirements in relation to safe community water supplies
- Performs daily (or as directed) assessment of water lines
- Perform any necessary repairs to previously installed systems
- Repairs water lines and pipes by replacing broken pipes and fixtures
- Receives calls for plumbing or other related repair work and ensures work is attended to
- Assists with preparing material requirements to effect repairs on water infrastructure,

- Liaise with council to ensure that adequate supply of material in stock to avoid work delay and disruption in communities.
- Maintain a detailed log of all work done at various locations.
- Keeps detail report of all work done on various locations.
- Prepare regular reports on the condition of water supply infrastructure and recommendations for improvement.

Human Resources Responsibilities

- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the vision, mission and goals of the local authority;
- Provides effective supervision and guidance to supervisees
- Ensures the provision of the appropriate physical resources to enable staff to undertake their duties
- Recommends transfers for disciplinary actions
- Monitors the performance of staff and ensures timely review of performance and intervention;
- Develops individual work plans
- Ensure that the work plans for staff in the division are developed and delivered to the human resource unit
- Monitors and review the performance of direct reports and ensure that this is also done for the division as a whole.

Other functions

- Performs all other related duties assigned

5. PERFORMANCE STANDARDS

- Water systems maintained and repaired in accordance with technical and safety standards.
- Piping system repaired to required standard on time
- Maintenance and inspection tasks completed on schedule.
- Water quality assessed regularly and reported accurately.
- Pump maintained daily and report forward to the parish council
- Water quality assessed daily, using the correct method and report made to the parish council
- Reports produced are delivered on time, with accurate information to the Deputy Chief
- Material requirements and services are determined against cost, environmental suitability, and material science principles
- Construction projects are managed in accordance with project management principles, established construction principles and practices
- Site inspection conducted according to best practices and agreements and reports prepared on time and in the required format.
- Advice provided on various assignments are supported by best practices and underpinning principles of the discipline
- Periodic reports produced are delivered on time, with accurate information to the Deputy Chief

- Unit plans developed in the established format and submitted in a timely manner
- The performance appraisals for direct reports are completed on time, in required format, signed and submitted for review
- Confidentiality, integrity and professionalism displayed in the delivery of duties and interaction with staff.

6. INTERNAL AND EXTERNAL CONTACTS

Internal Contacts (required for the achievement of the position objectives)

Contact (Title)	Purpose of Communication
Chief Engineer Officer/Deputy Chief	<ul style="list-style-type: none"> • Receive instructions/directions • Provide updates on status of division and or assignments; • Advice on new issues or development and propose alleviating strategies
Procurement Officer	<ul style="list-style-type: none"> • Provides technical advice to inform procurement of goods and services
Staff	<ul style="list-style-type: none"> • Provide leadership and direction • Develop and maintain effective work and industrial relation environment • Provide advice/update and exchange information

External Contacts (required for the achievement of the position objectives)

Contact (Title)	Purpose of Communication
Ministry of Local Government and Community Development – technical services	<ul style="list-style-type: none"> • Receive policy directives • Receives clarification/guidance
MDAs and private sector, NGO's	<ul style="list-style-type: none"> • Receives updates, information to better collaborate on technical project/infrastructure work in the parish
PDCs, CDGs, NGO, community members	<ul style="list-style-type: none"> • Engage and share information to inform community infrastructure development projects

7. AUTHORITY

- Recommends maintenance of water pumping systems
- Recommends repairs
- Recommend material requirements

8. REQUIRED COMPETENCIES

Core

- Good professional disposition
- Adequate oral communication

- Adequate written communication
- Customer/citizen focused orientation
- Teamwork & Cooperation
- Unquestioned integrity
- Developed interpersonal skills
- Ability to build rapport with team/stakeholders to harness collective solutions
- Possess innovativeness in resolving disputers
- Possess the relevant skills to use personal computers and device

Technical

- Good appreciation of local community water supply system
- Ability to understand water pump operations
- Good plumbing skills
- Ability work with different personalities and people
- Good problem solving

9. MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Bachelor of Science Degree in Structural Engineering/Building Technology or equivalent;
- Two (2) years' related experience in facility or water system management.
- Training in Supervisory or Project Management would be an asset

OR

- Diploma or Associate Degree in Facilities Management, Plumbing, or equivalent
- Three (3) years related experience' in facility or water system management.
- Training in Supervisory or Project Management would be an asset

10. SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Adequate travel to conduct site visits in environmentally unfriendly environment and exposure to the elements
- Physical exertion resulting from lifting/moving material and supplies



MINISTRY OF LOCAL GOVERNMENT & RURAL DEVELOPEMENT
LOCAL AUTHORITY
JOB DESCRIPTION AND SPECIFICATION

JOB TITLE:	Physical Planning Coordinator
JOB GRADE:	GMG/AM 4
POST NUMBER	
BRANCH:	Physical Planning and Sustainable Development
SECTION:	
REPORTS TO:	Director, Physical Planning and Sustainable Development
MANAGES:	

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

Employee

Date

Head of Department/Division

Date

Date received in Human Resource Division

Date

1. STRATEGIC OBJECTIVES OF THE BRANCH:

To develop the required plans and programmes to design communities or other physical spaces that enhance the quality of life and experience of users and local inhabitants and ensure that Local Authorities, guided by national legislation and policy, execute their function of urban, rural and town planning in a manner which embodies sustainable development and advances Jamaica's national goals within their jurisdiction.

2. JOB PURPOSE

Under the direction of the Director, Physical Planning and Sustainable Development, the Physical Planning Coordinator is responsible for assisting with and supporting the processing of development applications, ensuring compliance with relevant regulations, and maintaining effective communication with various stakeholders.

3. KEY OUTPUTS

- Processing of building and subdivision applications monitored
- Physical Planning registers maintained
- Monthly list of subdivision applications for the Physical Planning and Environment Committee prepared
- Draft conditions of approval for subdivision applications compiled.
- Requests for Certificate of Completion for the release of titles monitored and processed
- Stakeholder agencies contacted

4. KEY RESPONSIBILITY AREAS

Technical/Professional Responsibilities

- Maintaining the Development Application Register.
- Reviewing and assessing building and subdivision applications for regulatory compliance.
- Coordinating the circulation of applications to relevant agencies following established standards.
- Monitoring circulated applications and liaising with stakeholders and referral agencies to secure timely compliance
- Providing guidance to applicants and the public on development application procedures
- Contributing to the preparation of public education materials as required
- Preparing recommendations and related documents for the Planning and Development Committee.
- Drafting resolutions embodying terms and conditions of approval.
- Providing guidance to interns or temporary staff as needed.
- Interviewing and advising members of the public and official representatives.

Other Responsibilities

- Performs all other related duties and functions as may be required from time to time.

5. PERFORMANCE STANDARDS

- Processing of building and subdivision applications monitored efficiently and accurately
- Physical Planning registers properly maintained
- Monthly list of subdivision applications for the Physical Planning and Environment Committee prepared
- Draft conditions of approval for subdivision applications compiled.
- Requests for Certificate of Completion for the release of titles monitored and processed in timely fashion
- Stakeholder agencies contacted

6. INTERNAL AND EXTERNAL CONTACTS

Internal Contacts (required for the achievement of the position objectives)

Contact (Title)	Purpose of Communication
Director, Physical Planning	<ul style="list-style-type: none"> • Receive instructions/directions • Provide updates on status of division and or assignments; • Advice on new issues or development and propose alleviating strategies
Physical Urban Planner GIS Technician	<ul style="list-style-type: none"> • Provide advice/update and exchange information/offer support

External Contacts (required for the achievement of the position objectives)

Contact (Title)	Purpose of Communication
Ministry of Local Government and Community Development – technical services	<ul style="list-style-type: none"> • Receive policy directives • Receives clarification/guidance
MDAs and private sector, NGO's	<ul style="list-style-type: none"> • Receives updates, information to better collaborate on technical project/infrastructure work in the parish
NEPA	<ul style="list-style-type: none"> • Receive information on sustainable development issues/concerns
PDCs, CDGs, NGO	<ul style="list-style-type: none"> • Engage and receive information to inform sustainable development plans

7. AUTHORITY

8. REQUIRED COMPETENCIES

Core

- Highly developed professional disposition
- Good oral communication
- Good written communication

- Customer/citizen focused orientation
- Teamwork & Cooperation
- Unquestioned integrity
- Developed interpersonal skills
- Ability to build rapport with team/stakeholders to harness collective solutions
- Possess innovativeness in resolving disputers
- Possess the relevant skills to use and manipulate relevant ICT hardware and software

Technical

- Ability to identify data and analyze trends
- Experience in using geographic information software
- Knowledge of the social and environmental effects of proposed plans and the best practices in design and aesthetics
- Knowledge of transport planning and environment mental impact assessment
- Good knowledge of the regulatory controls and approval processes for building development/approval;
- Good knowledge of relevant legislation: eg Town and Planning Act
- Well-developed skills in stakeholder engagement
- Excellent human relations,
- Good problem solving

9. MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Diploma in Planning Technology from a Tertiary Institution.
- Three (3) years of experience in an organization with Physical Planning functions.
- Equivalent combination of experience and education

10. SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- The working environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure.