



NATIONAL IRRIGATION COMMISSION LIMITED

EMPLOYMENT OPPORTUNITY:

CIVIL SUPERVISOR

Job Purpose

Under the Direction of the Construction Engineer, the Civil Supervisor is responsible to coordinate and execute civil works in the construction and maintenance of canals, pumping stations, sumps, fences and facilities. The Civil Supervisor will also provide support for the assessment and preliminary engineering designs and estimates of civil aspects of projects including the preparation of bills of quantities, engineering cost estimates, design drawings, specifications and bid documents.

Key Responsibilities Include:

- Prepares project documents to include architectural and schematic drawings; bills of quantities; preliminary estimates and specifications;
- Prepares and submits progress and close-out reports for all projects undertaken;
- Contributes to the preparation of the Civil Unit's annual budget and work plans;
- Prepares schedules for civil works activities and recruits task workers and tradesmen for activities to be undertaken;
- Monitors the progress of construction projects and ensures compliance with construction codes, safety and environmental standards;
- Tracks expenditures for projects to secure completion of project activities within approved budget;
- Conducts site inspections and maintains log of daily progress to include nature and location of works completed; labour and equipment employed; and environmental factors (eg. impact of weather conditions);
- Maintains communication with all stakeholders of projects;
- Maintains updated construction records to include change orders, inspection reports;
- Facilitates visits by Inspectors from local agencies (NWA, NEPA, NWC, JPS, Municipal Corporation) for inspection of activities; reports on the outcomes of the inspections; and where required monitors corrective actions;
- Facilitates the arrival of goods and materials for construction activities and monitors proper storage;
- Certifies work/invoices and task schedules for payment to workers, contractors and suppliers;
- Provides guidance and support for safety practices by everyone on the construction projects and promptly reports on all safety issues for corrective actions.

Minimum Requirements:

- Bachelor's Degree in Construction or Civil Engineering or Construction Management with three (3) years working experience;
- Alternatively, Bachelor's degree in Project Management with a minimum of five (5) years working experience involving construction management;
- Familiarity and competence with construction equipment and materials;
- Flexibility to work outside of regular working hours to meet deadlines;
- Positive attitude and excellent interpersonal skills.

Application Requirements

We are inviting interested persons who meet the requirements to apply by submitting a cover letter and detailed Resume no later than **February 23, 2024** using the details below.

The Manager - Human Resources & Industrial Relations

P.O. Box 631

Kingston 6

Or email: hr@nicjamaica.com