

JOB DESCRIPTION

Department: **Post and Telecommunications**

Job Title: **Building Engineer**

Job Grade: **(SOG/ST 7)**

Reports to: **Postmaster General**

JOB SUMMARY

Under the direction of the Postmaster General, the Building Engineer (SOG/ST7) is responsible for all matters related to buildings, maintenance and repairs in the Post and Telecommunications Department island-wide. This involves planning, organizing, directing, controlling and monitoring all aspects of the Building, Maintenance and Repairs Programme.

Duties and Responsibilities:

- Developing objectives, policies and procedures for the efficient operations of the building programme in consultation with the Postmaster General and the Deputy Postmaster General 1
- Collecting requests/reports from the Members of Parliament, Regional Inspectors, Regional Coordinator, Postmasters and the Ministry of Science, Energy and Technology regarding new constructions.
- Inspecting offices reported to have major defects.
- Updating and submitting to the Ministry of Science, Energy and Technology an annually revised list of the five-year projection for the building programme for the Post and Telecommunications Department.
- Preparing the annual budget for capital and recurrent expenditure, including the cost for acquisition of property, new construction, embedding of safes and minor building repairs.

- Maintaining capital account budget allocated for each year.
- Preparing bill of quantities for renovation of the Post Offices in preparation for advertisement for subsequent Tender process.
- Liaising with the Principal Finance Officer Ministry of Science, Energy and Technology to ensure that required funds are made available for payment to contractors when new construction is in progress.
- Visiting sites and liaising with contractors, Architects (private or from National Work Agency), Quantity Surveyors, Civil and Electrical Engineers during the construction process. Maintaining constant visits to the sites to observe that standard of work, target dates and expenditure in relation to work completed, for reports and discussions at site meetings.
- Ensuring that consultants comply with design and specification.
- Discussing and deciding with the Architect, any variations during construction.
- Keeping the Postmaster General and Deputy Postmaster General 1 informed regarding the progress of new buildings, and request advice or intervention on matters which cannot be dealt with at that level.
- Informing the Postmaster General and Deputy Postmaster General 1 on the progress of the work completed.
- Ensuring that contractors clear the premises of rubble on completion of work.
- Ensuring that the financial statement and final progress reports are received from the National Works Agency on the satisfactory completion of the construction, in order to clear amounts that were advanced for the project.

- Inspecting private premises offered for rental to the Department and requesting private valuers to do assessment.
- Submitting assessment to Permanent Secretary, Minister of Water and Housing for approval. On receipt of approval, calculate rental arrears and refer to Senior Director of Finance for payment and updating of relevant documents.
- Advising the landlords accordingly, and instructing the Regional Inspectors and Administrator to arrange for any alteration or necessary repairs to the relocation of the Post Offices.
- Measuring and calculating spaces available in the Post Offices for rental.
- Conducting surveys on current rental value in areas where Post Offices spaces are available.
- Keeping records of monthly rental on behalf of the Department.
- Managing the Department's fleet of vehicles.
- Keeping in contact with private valuers and issuing reminders when the assessment is not received on time.
- Visiting Post Offices following instances of burglaries or hold-up reported by Regional Inspectors and making necessary recommendations for precautions and actions to ensure that the building is secured and repairs effected.
- Monitoring to ensure that requirements for repairs and replacements are carried out.
- Providing advice for the technical aspect of the job.
- Completing annual and special evaluation reports for staff members under your supervision.

- Recommending staff appointments and promotions.
- Maintaining contact with utility companies regarding the provision of new services, maintenance and improved services for the Post Offices.
- Attending union meetings; Department's planning meetings.
- Preparing monthly reports regarding the building programme to the Postmaster General.
- Performing any other related duties as required by the Postmaster and Deputy Postmaster General 1.

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- First degree in Engineering or a related field from an accredited institution
- Knowledge of building construction, maintenance of mechanical and electrical equipment, plumbing and carpentry. At least 6 years of experience on the job training in the construction industry, with 3 years at the managerial level.

PERSONAL SPECIFICATION

- Good interpersonal and communication skills
- Good oral and written communication skills.
- Excellent time management.
- Good accountability and supervisory management skills.
- Be able to work on own initiative and make informed decisions.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

➤ Extensive travelling