



## CAREER OPPORTUNITY

The National Works Agency, an Executive Agency of the Government of Jamaica is seeking suitably qualified individuals for the under-mentioned position.

### ELECTRICAL AND MECHANICAL SUPERVISOR (LEVEL 5)

#### QUALIFICATION AND EXPERIENCE: -

- Bachelor's Degree in Electrical or Mechanical Engineering, or equivalent
- Minimum of five (5) years experience in a similar position, including at least three (3) years in a supervisory role
- Knowledge of Government of Jamaica procurement procedures

#### SKILL REQUIREMENTS: -

- Highly developed technical knowledge of electrical and mechanical systems
- Strong contract management skills
- Sound knowledge of building services maintenance practices
- Knowledge of local electrical standards
- Good written and oral communication skills
- Strong supervisory and team leadership skills
- Competence in technical report writing
- Proactive and self-motivated approach to work
- Strong negotiating, analytical, and problem-solving skills
- Ownership of a reliable motor vehicle

#### REPORTING RELATIONSHIP

Reports to: Manager, Property and Estate

#### PRINCIPAL FUNCTIONS: -

- Implement preventive and planned maintenance programmes across NWA facilities islandwide
- Conduct routine inspections of premises, fixtures, fittings, and utility meters
- Prepare bills of quantities, repair estimates, and monthly reports
- Provide technical guidance on electrical and mechanical repairs and maintenance
- Supervise and allocate work to Artisans and Helpers
- Diagnose faults and guide technical staff in corrective actions
- Review contractor performance and make recommendations
- Assess and verify invoices from suppliers and contractors
- Ensure compliance with engineering standards and quality requirements
- Appraise subordinate staff performance
- Conduct periodic inspections of electrical and mechanical installations
- Ensure maintenance activities are executed within approved budgets

**Salary : \$3,501,526.00 per annum**

**Applications should be submitted no later than Friday, February 27, 2026 and addressed to:**

**Human Resource Manager,  
National Works Agency  
140 Maxfield Avenue, Kingston 10,  
or Application can be sent via email to:  
Recruitment@nwa.gov.jm**

**The Agency thanks all applicants.  
Only individuals shortlisted will be contacted.**

*"Developing Safe, Reliable & Quality Roads"*