



# 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**

- Diploma in Electrical Engineering or equivalent
- Five years' experience in a similar post with at least three (3) in a supervisory position
- Possess a valid driver's licence

### **SKILLS REQUIREMENT/KEY COMPETENCIES**

- Sound knowledge of building services maintenance practices.
- Knowledge of Local Electrical Standards.
- Good written and oral communication skills.

### **PRINCIPAL FUNCTIONS**

- Allocate work among staff.
- Supervise Electrical and Mechanical Artisans
- Prepare and manage budget for maintenance costs.
- Diagnose faults and provide guidance for Artisans.
- Determine which jobs are to be done by contractors.
- Prepare estimates for repairs/spares.
- Assess invoices submitted by suppliers and contractors.
- Ensure proper engineering standards and quality of work.
- Appraise subordinates.
- Perform periodic inspection of NWA Electrical and mechanical installations.
- Supervise preventative maintenance programme.

All applications should be submitted no later than

**Friday, August 21, 2020 to:**

Manager, Personnel and Industrial Relations

**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 short-listed will be contacted.