



CAREER OPPORTUNITY

ELECTRICAL AND MECHANICAL SUPERVISOR (LEVEL 5)

Suitably qualified individuals are invited to apply for the above mentioned position.

Reports to: Manager, Property and Estate

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:

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

All applications should be submitted no later than
Friday, February 8, 2018 to:

**Manager, Personnel and Industrial Relations
National Works Agency
140 Maxfield Avenue
Kingston 10
or email to: recruitment@nwa.gov.jm**

"Developing Safe, Reliable & Quality Roads"