



# 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)

### **QUALIFICATIONS AND REQUIREMENTS:**

- Diploma in Electrical Engineering or equivalent.
- Five years' experience in a similar post with at least three (3) years in a supervisory position.
- Possess a reliable motor vehicle.
- Possess a valid driver's licence.
- Knowledge of government procurement procedures.

### **REPORTING RELATIONSHIP**

Reports to: Manager, Property and Estate

### **PRINCIPAL RESPONSIBILITIES:**

- Carry out preventative, planned maintenance program and undertake routine inspections of premises, fixtures, fittings and utility meters island wide.
- Prepare bills of quantities, estimates for repairs/spares and monthly reports.
- Provide technical advice on electrical repairs and maintenance across NWA buildings and properties.
- Supervise artisans and helpers and allocate work among staff.
- Diagnose faults and provide guidance for artisans.
- Review performance of contractors and make recommendations.
- 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.

**Applications should be submitted no later than  
Tuesday, September 13, 2022 to:**

**Manager, Personnel and Industrial Relations  
National Works Agency  
140 Maxfield Avenue  
Kingston 10  
Or**

**Applications can be sent via email to:  
Recruitment@nwa.gov.jm**

**The Agency thanks all applicants.  
Only individuals short-listed will be contacted.**

*"Developing Safe, Reliable & Quality Roads"*