



# 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 EXPERIENCE:**

- Bachelor's Degree in Electrical/Mechanical 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 islandwide.
- 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
- Perform any other duties assigned from time to time

**Applications should be submitted no later than**

**Tuesday, July 19, 2022 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](mailto:Recruitment@nwa.gov.jm)**

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