



CAREER OPPORTUNITY

BUILDING OFFICER (Level 6)

QUALIFICATION AND EXPERIENCE:

- Bachelor's degree in Construction Management or Equivalent
- Three (3) to five (5) years' experience in building/property management
- Working knowledge of Government procurement procedures
- Experience in Building Inspection and other related areas
- Specialized training in contract management, property/building maintenance

PRINCIPAL DUTIES/RESPONSIBILITIES:

The incumbent is expected to discharge their responsibilities through the attainment of key outputs which include but are not limited to the following:

- Properly document and discharge maintenance requests within agreed schedules.
- Prioritize and immediately attend to repairs that relate to lighting, air conditioning, safety and security
- Ensure maintenance activities are done in a manner that utilizes the best material, trades and supervision.
- Prepare comprehensive budgets
- Ensure repairs to the physical plant are done against the background of budgetary provision and constraints.
- Provide technical advice on construction, repairs and maintenance across NWA buildings / properties
- Carry out preventative, planned maintenance program and undertake routine inspections of premises, fixtures, fittings and utility meters
- Prepare bills of quantities, estimates and monthly reports

**Submitted application in writing no later than
June 14, 2022 to:**

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

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