

JOB DESCRIPTION
CONTRACTUAL POSITION

JOB TITLE: CONSTRUCTION TECHNICIAN I

JOB SUMMARY:

The incumbent assist in the development of project plans, financial plans and the project life cycle. Supervises multiple projects of varying scope and supervises junior technicians.

REPORTS TO: Project Engineer or other designated officer.

SUPERVISION GIVEN TO: N/A

DUTIES AND RESPONSIBILITIES:

- Reports to the Project Engineer of the Project Management Unit.
- Conducts site visits, makes recommendations and prepares estimates of quantities and cost.
- Analyses of Contractors Progress Report of projects and monitoring of on-site progress.
- Supervises materials quality control and adherence to specifications during construction
- Monitors daily activities on projects.
- Collects material samples for testing.
- Receives and records materials on site.
- Conducts site visits and tours with Councilors, Member of Parliament Representatives and Minister’s Representatives.
- Liaises with the various Utilities, (e.g. W.A.S.A, T & T.E.C, T.S.T.T, N,G.C)
- Liaises with Consultants and Contractors for execution of surveys as and when required.
- Assists in verifying and quantifying payments.
- Maintains a daily log book with the details and activities of work performed on the job site and submit to the Project Engineer
- Performs all other job-related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE:	<ul style="list-style-type: none"> • Working knowledge of Microsoft office suite of software (e.g. word, excel, access etc.). • Working knowledge of Microsoft office suite of software (e.g. word, excel, access etc.). • Design - Knowledge of design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, and models. • Administrative - Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology
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SKILLS AND ABILITIES:	<ul style="list-style-type: none"> • Good problem solving and analytical skills • Good interpersonal skills • Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions. • Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one. • Troubleshooting — Determining causes of operating errors and deciding what to do about it.
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	<ul style="list-style-type: none"> • Communication — Ability to communicate technical information to non-technical personnel. • Time Management — Managing one’s time and the time of others to complete all tasks up to performance standards and within the required time frame. • Team Orientation— Ability to work along with others to provide high quality service; willing to provide support to other team members who for whatever reason may be unable to fulfill their duties. • Attention to Detail — Job requires being careful about detail and thorough in completing work tasks.
MINIMUM EXPERIENCE AND TRAINING:	
<ul style="list-style-type: none"> • National Technician Diploma in Construction from an recognised institution OR five (5) years’ related work experience in public sector in a similar capacity. 	