

JOB DESCRIPTION

CONTRACTUAL POSITION

JOB TITLE: CONSTRUCTION TECHNICIAN II

REPORTS TO: Project Managers

SUPERVISION GIVEN TO: N/A

DUTIES AND RESPONSIBILITIES:

- Reports to Project Engineer of the Project Management Unit.
- Visits sites, making recommendations and preparing estimates of quantities and cost.
- Assists in the preparation of working drawings.
- Analyses contractors progress reports of projects and monitors on-site progress.
- Supervises materials quality control and adherence to specifications during construction.
- Monitors daily activities on projects.
- Receives and records materials on site and collects material samples for testing.
- 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 the execution of surveys as and when required.
- Assists in the preparation of Financial Statements, Progress Reports etc.
- Maintains a daily log book with the details and activities of work performed on the job site and submits it to the Project Engineer.
- Performs all other job-related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE: • Working knowledge of Microsoft office suite of software (e.g. word, excel, access etc.).

SKILLS AND ABILITIES : • Good problem solving and analytical skills.
• Good interpersonal skills.

MINIMUM EXPERIENCE AND TRAINING:

- National Technician Diploma in Construction from an accredited institution with five (5) years related work experience, three (3) in a similar capacity.