

Opening Date: 11 December 2018
Closing Date: 25 December 2018
Location: Tortola
Vacancy Notice No. 60/ 2018
Job Classification: Grade 9/10
Ministry/Department/Unit: Public Works Department
Position Details: One year probationary period
Established position
Employment Type: Full-time
Remuneration/Benefits: Salary range **\$28,818 – \$50,086**. Salary is commensurate with relevant qualifications and experience.

JOB VACANCY NOTICE Building Inspector I/II

Government of the Virgin Islands



ROLE SUMMARY

The successful applicant will review building permit applications and conduct inspections on all building construction projects in the Territory to ensure that they meet the established standards.

MAIN RESPONSIBILITIES

1. Assist with the inspections of all levels of complexity for compliance to the relevant legislation and any other reference code to ensure the department meets the highest standards in the industry.
2. Assist with checking methods and quality of materials used in construction to ensure correct methods and materials are used in an efficient manner.
3. Maintain records of construction activities and submit required reports to ensure appropriate records are maintained.
4. Ensure that all safety rules and regulations are adhered to on construction sites and ensure to wear safety equipment to mitigate the chance of accidents occurring.
5. Assist with supervising the daily functions and activities of the building authority section to maintain effective department management.
6. Ensure plans submitted to Building Authority confirms with the relevant legislation before plans are approved.
7. Train Technicians to review building permit applications and to perform inspections with reference to the relevant codes.
8. Supervise assigned staff.
9. Perform any other related duties as required by Supervisor or any other senior officer in order to contribute to the effectiveness and efficiency of the department.

BEHAVIOURAL COMPETENCIES

1. Manages own resources and professional development
2. Manages time effectively
3. Provides leadership in area of responsibility
4. Analyses information
5. Provides information and advice to others
6. Allocates work to teams and individuals

WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal office environment
- Outdoor environment
- Fieldwork

MINIMUM QUALIFICATIONS AND EXPERIENCE

- Bachelor's Degree in Construction Management or related field
- Two (2) to Four (4) years working experience in construction or related area
- Sound knowledge of Government structure, policies and procedures
- Sound ability to explain, interpret and enforce compliance with the Building Regulations
- Sound knowledge of the construction industry, materials and techniques
- Ability to read and interpret and building plans and specifications and to recognise deviations from such plans
- Excellent analysis and decision-making skills
- Sound oral and written communication skills
- Sound interpersonal skills and the ability to work as a team player
- Good supervisory and managerial skills

HOW TO APPLY

All applications for employment to the Public Service, including applications for transfer under the Employee Mobility Programme must be submitted to the address provided below by the job closing date.

Agency:

Public Service Commission
c/o Department of Human Resources
Road Town, Tortola VG 1110
British Virgin Islands

Or by email: hrdeployment@gov.vg

Applicants should submit the Employment Application (available at: www.bvi.gov.vg); a Résumé/Curriculum Vitae of their relevant experience and qualifications; with two personal reference letters; certified copies of identification, citizenship, and academic certifications/diplomas/licenses, along with a police certificate from your place of residency.

Applying through the Employee Mobility Programme: Applicants interested in transferring to the Public Service through the Employee Mobility Programme must submit the standard Employment Application (see above) along with the Employee Mobility Application (available at: www.bvi.gov.vg/services/emp). All sections of both forms must be thoroughly completed in order to prevent delays in processing applications. For more information about the Employee Mobility Programme, click www.bvi.gov.vg/services/emp.

Important Notice: Qualified candidates who are considered for potential employment with the Government of the Virgin Islands may be requested to provide further criminal history record information. Evidence of a criminal conviction or other relevant information obtained shall not

automatically disqualify an individual from employment with the Government of the Virgin Islands.