

Opening Date: 3 April 2019
Closing Date: 17 April 2019
Location: Tortola
Vacancy Notice No. 32 of 2019
Job Classification: Grade 9/11/12
Ministry/Department/Unit: Public Works Department
Position Details: One year probationary period
Established position
Employment Type: Full-time
Remuneration/Benefits: Salary range **\$28,818 – \$60,803**. Salary is commensurate with relevant qualifications and experience.

JOB VACANCY NOTICE Civil Engineer I/II/III

Government of the Virgin Islands



ROLE SUMMARY

The successful applicant will prepare construction designs and inspect construction projects to ensure conformity to Building Codes and to support the Department in meeting its objectives, prepare, design and assist with the management of civil engineering projects to ensure conformity to BVI Building Codes and to support the Department in meeting its objectives and manages the Roads and Bridges Unit and staff in roads maintenance unit. Prepares various reports such as Gantt chart, progress status and other projects reports.

MAIN RESPONSIBILITIES

1. Design and prepare detailed engineering drawings in accordance with relevant codes and standards.
2. Plan, design and assist with the supervision of civil engineering construction projects to ensure adherence to building codes and regulations and that adequate levels of standards are maintained.
3. Supervise and inspect construction projects to ensure construction is in line with approved building plans.
4. Prepare petty contracts, valuations and bills of quantity to ensure accurate documentation.
5. Liaise with relevant officers to ensure flow of information.
6. Prepare estimates and bills of quantity for Government projects to ensure accurate budget allocation.
7. Prepare relevant reports for the assigned area.
8. Prepare Gantt Charts for project management purposes to ensure projects are implemented within budget and schedule.
9. Assist in the supervision of staff to ensure departmental objectives are met.
10. Supervise and oversee the planning, design and construction of civil engineering projects to ensure adherence to building codes and regulations and that adequate levels of standards are maintained
11. Prepare annual report for budget and expenditure to ensure financial targets and requirements are met in the Section.
12. Prepare, design and estimate costs for Government infrastructure projects to ensure implementation within budget and schedule.
13. Provide technical training and assistance as required. 8. Prepare various reports related to the assigned area.
14. Manage and supervise the functions of the Roads and Bridges Unit as it relates to planning road works and maintenance.
15. Supervise the Superintendents of the sister islands and make monthly visits to ensure that the roadways and drains are maintained.
16. Ensure that the Road Crews are properly equipped to safely conduct road works and maintenance on Tortola and the Sister Islands.
17. Monitor the section votes weekly.
18. 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
- Fieldwork
- Outdoor environment
- Construction environment

MINIMUM QUALIFICATIONS AND EXPERIENCE

- Bachelor's Degree in Civil Engineering, Construction Management, Project Management or related field
- One (1) to (5) years' experience
- Good to sound knowledge of Government structure, policies and procedures
- Good knowledge of relevant laws, policies, regulations and codes
- Good to sound knowledge of accessibility guidelines and sustainable development principles
- Basic to sound knowledge of Microsoft Project, Civil 3D, Auto CAD, and related CAD programs to include

It is the policy of the Government of the Virgin Islands that appointments to the Public Service, and promotions within the Service, be based on the merit principle – without discrimination based on race, age (save as restricted by law), religion, political affiliation, sexual orientation, marital status, or family relationship.

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- road overlay application
 - Good knowledge of managing construction projects
 - Good knowledge of relevant computer software applications
 - Excellent analytical and decision-making skills
 - Good to sound oral and written communication skills
 - Good to sound interpersonal skills and organisational skills
 - Sound knowledge of project and construction management
 - Sound knowledge of infrastructure civil engineer design standards, codes and procedures
 - Ability to prepare and produce technical drawings
 - Ability to work well under pressure
 - Excellent knowledge of project management skills
 - Sound knowledge of structural engineering design
 - Sound knowledge of , Microsoft Project, Civil 3D, Auto CAD, and related CAD programs
 - Sound interpersonal skills and the ability to work as a team player
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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.