

# REDEPLOYMENT OPPORTUNITY



## INTERNAL REASSIGNMENT NOTICE

### Asphalt Plant Supervisor

LevelUp

Opening Date: 15<sup>th</sup> November, 2023

Closing Date: 30<sup>th</sup> November, 2023

Location: Tortola

Ministry/Department: Public Works Department

Job Classification: Technical/Management

Assignment Duration: 6 Month Assignment

#### Are you seeking an opportunity to:

- ✓ temporarily work in a different area and environment,
- ✓ grow your knowledge and experience,
- ✓ develop new skills

#### RESPONSIBILITIES

1. Supervise the operation of the plant and schedule periodic maintenance of the asphalt plant to ensure the effective and efficient management of the plant.
2. Maintain accurate time and attendance record for all assigned staff on a daily basis in order to completed and submit weekly time sheets to the accounts section.
3. Ensure effective and efficient use of department resources by maintaining a daily log of material quantities used and produce weekly reports on stock balances for the Supervisor.
4. Monitor the asphalt mix to ensure that it meets the established specifications and quality.
5. 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.

#### QUALIFICATIONS, SKILLS AND COMPETENCIES

- High School Certificate or its equivalent
- Five (5) years working experience in the electrical or mechanical field
- Valid BVI driver's license
- Basic knowledge of Government structure, policies and procedures
- Working knowledge of standard office equipment, best practices, tools, equipment and vehicles
- Good interpersonal skills
- Good oral and written communication skills
- Good time management and organisational skills
- Sound supervisory skills

#### WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Outdoor environment
- Extended work hours
- Workshop environment
- Exposure to chemicals, dust and fumes

#### HOW TO APPLY:

Please complete the **Job Rotation Application** and provide an up to date **resume**. All application packets must be submitted to the Deputy Governor's Office via email [dgohr@gov.vg](mailto:dgohr@gov.vg) AND the Department of Human Resources provided below by the closing date.

#### Director of Human Resources

Department of Human Resources

Simms Building, 2<sup>nd</sup> Floor

Road Town, Tortola VG 1110 British Virgin Islands

Or by email:

[hrdbvi@gov.vg](mailto:hrdbvi@gov.vg)