

NON –STANDARDIZED POSITION



Ministry of Rural Development and Local Government

JOB DESCRIPTION

JOB TITLE: ENGINEERING AND SURVEY OFFICER

JOB SUMMARY:

The incumbent is required to perform professional and technical engineering duties for the Municipal Corporation including supervisory and administrative duties in planning and coordinating the operation of Technical Unit in the Municipal Corporation.

REPORTS TO: Chief Executive Officer

SUPERVISION GIVEN TO: N/A

DUTIES AND RESPONSIBILITIES:

- Plans, organizes, coordinates and controls all the engineering works within the jurisdiction of a Municipal Corporation.
- Supervises the work of technical, clerical and other subordinates engaged in activities within the jurisdiction of a Municipal Corporation.
- Exercises considerable independence within a framework of established policies and procedures.
- Reviews plans and specifications and inspects sites of proposed projects prior to implementation to ensure adherence to established engineering standards and conformity with specifications and bye-laws.
- Approves plans and specifications for structural works, including land development and improvement, within a Municipal Corporation.
- Maintains the Corporations' buildings, plant and equipment by inspecting and recommending repairs, replacement of part or rebuilding of structures and ensuring that such works are carried out in a timely and cost effective manner, in accordance with specification, and in keeping with existing legal stipulations.
- Prepares and submits to Council, reports and estimates on buildings, roads and other engineering works carried out by the Corporation.
- Responsible for official Municipal Corporation maps.
- Oversees and reviews consultant's work for accuracy and professionalism; negotiates contracts; sees to the completion of contracts.
- Supervises and coordinates GIS applications for the Technical Unit.
- Provides counsel to all departments on matters of engineering and surveying.
- Answers technical questions and provides information to the public.
- Performs related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES**KNOWLEDGE:**

- Considerable knowledge of the principles and practices of Civil Engineering.
- Extensive knowledge of civil engineering and engineering survey and design.
- Working knowledge of drafting.
- Thorough knowledge of public works construction.
- Knowledge of Public Administration.
- Working knowledge of computer applications to engineering.

SKILLS AND ABILITIES

- Ability to solve technical problems.
- Ability to direct the work of others.
- Ability to establish and maintain effective working relationships with employees, other divisions and the public.
- Ability to follow written and oral instructions.
- Ability to communicate effectively, verbally and in writing.
- Good human relations, motivational and communication skills.
- Project management skills.

MINIMUM EXPERIENCE AND TRAINING:

- A degree in Civil Engineering from a recognized University
- A minimum of five (5) years civil engineering experience
- Experience of supervising teams in a technical environment