

Opening Date: 11 January 2019
Closing Date: 25 January 2019
Location: Tortola
Vacancy Notice No. 2 of 2019
Job Classification: Grade 10
Ministry/Department/Unit: Public Works Department
Position Details: One year probationary period
Established position
Employment Type: Full-time
Remuneration/Benefits: **Salary range \$31,523 - \$50,086.** Salary is commensurate with relevant qualifications and experience.

JOB VACANCY NOTICE

Building Supervisor

Government of the Virgin Islands



ROLE SUMMARY

The successful applicant will supervise the staff in the Building Maintenance section and to maintain all Government Buildings to ensure the department meets its objectives in a professional and timely manner.

MAIN RESPONSIBILITIES

1. Ensure the smooth and efficient operation of the unit and supervision of assigned staff.
2. Assist with the preparation of the annual budget as well as controlling and monitoring expenditure for the department to ensure it does not incur excessive costs.
3. Check methods and quality of materials used and keep records of construction activities and submit reports monthly 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. Prepare simple bill of quantities for assigned building maintenance projects to ensure the correct materials are available upon request.
6. Prepare simple sketches and measurements to assist with costing of assigned projects.
7. Assist with the coordination of meetings, training sessions and workshops to ensure awareness of policies and procedures.
8. Perform some administrative duties including keeping a daily log of tasks, preparing reports, preparing material and supply lists based on job requirements.
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 Building Construction/Technology or related field
- Three (3) years working experience in Building Construction Management/Supervision or related area
- Sound knowledge of Government structure, policies and procedures
- Sound knowledge of Building Construction and Maintenance and the materials used
- Sound knowledge of computer aided drawing programs (Auto CAD) as well as knowledge of reading and interpreting Blue Prints
- 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.