



**DEMERARA HARBOUR BRIDGE CORPORATION
SUPERVISORY JOB DESCRIPTION**

JOB TITLE:	JUNIOR CIVIL ENGINEER	LOCATION:	HEAD OFFICE
REPORTS TO:	MAINTENANCE ENGINEER	GRADE:	06
DEPARTMENT:	STRUCTURAL	SECTION:	-

1. SUMMARY STATEMENT:

Responsible for assisting in directing and supervising maintenance activities of workers engaged in the installation, renovation and overall maintenance of all works being conducted by the Structural Department.

2. NATURE AND SCOPE OF THE JOB

The **Junior Civil engineer** is required to assist in assigning and supervising a crew of bridge workers engaged in repair and maintenance operations and assists in preparing daily work programme activity sheets with assigned responsibilities to subordinate employees. The **Incumbent** must also assist in monitor the rosters to ensure that workers follow schedules, and assist in implementing sanctions on workers who fail to abide by schedules.

The **Incumbent** must check time-keeping records and arrange for replacement of absent employees or substitute labour.

The **Junior Civil Engineer** controls stock and maintain contact with Stores personnel to ensure that an adequate supply of spares, materials, tools and equipment is maintained.

The **Incumbent** maintains accurate and complete records of all maintenance works carried out and keeps daily records all materials, tools and equipment used. The **Incumbent** also identifies and resolves any issues relating to maintenance procedures and equipment.

3. PRINCIPAL ORGANISATIONAL RELATIONSHIPS:

(The incumbent relates to the following areas/titles internally and externally within the Nature and Scope of the Job)

AREA/TITLE:

RESPONSIBILITY:

INTERNAL:

Maintenance Engineer

To report every unusual occurrence promptly.

Senior Maintenance Officer

To liaise on maintenance activities of workers engaged in the installation, renovation and overall maintenance of all works being conducted by the Structural Department.

Inspector of Works

Structural Foreman

To liaise on the maintenance of physical premises and renovations done. To ensure compliance with specifications for the construction, assembly and installation of components in construction works.

Stores personnel

To expedite daily maintenance works.

To ensure that an adequate supply of spares, materials, tools and equipment is maintained.

4. DUTIES, WORK FIELD, TRAITS:

5. SUPERVISORY JOB DESCRIPTION EVALUATION: QUALIFICATIONS PROFILE

JOB TITLE: JUNIOR CIVIL ENGINEER		
FACTORS		SUBSTANTIATING DATA
1	EDUCATION	University First Degree in Engineering obtained from a recognised institution. Must have knowledge of operational, technical and office processes in bridge maintenance, repair and construction.
2	EXPERIENCE/JOB KNOWLEDGE	Worker requiring up to seven years in-house training programmes in bridge maintenance, repair and construction. Knowledge of standard practices, procedures and technologies related to current position.
3	TECHNICAL/ PROFESSIONAL	Supervising and monitoring performance of subordinates. Planning bridge maintenance weekly schedule.
4	PROBLEM SOLVING /DECISION MAKING	Often coordinates a diverse range and variety of activities requiring adherence to quality standards and involving complex procedures to address identifiable problems. Conditions may change from time to time.
5	INTERPERSONAL	The interpersonal contacts are with personnel within the department. Contacts can also be with employees in different Sections, where information is requested or provided or where routine queries are dealt with.
6	RESPONSIBILITY FOR MATERIALS, CASH, ETC	The Incumbent is responsible for assisting in directing and supervising the activities of subordinate staff and to ensure adequate stock of tools, materials, equipment and supplies for works.
7	PROCEDURES/ REGULATIONS/ COMPLIANCE	Good knowledge of relatively complex processes, techniques and practices in order to carry out a variety of operations and maintain systems. Work requires knowledge of the processes, techniques and practices involved in the particular activity to execute assigned tasks using agreed methodologies, procedures and analytical techniques. Laws, Regulations, Policy Guidelines, Directives, Operating Manuals and Precedents are provided.
8	TEAMWORK	The Team identifies its functions; acknowledges defined objectives, priorities, and deadlines; and collaborates with others in resolving perceivable and unprecedented challenges.

9	WORKING ENVIRONMENT/ SAFETY OF OTHERS	Moderate risks or discomforts which require special safety precautions. The Incumbent may be required to use reflective vests, helmets, boots or gloves to minimize risk of accidents or any injuries if an accident occurs.
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LICENCES:

SIGNATURES:

PREPARED BY: S.V. JONES ASSOCIATES **DATE:** _____

REVIEWED BY _____ **DESIG.** _____ **DATE:** _____

APPROVED BY _____ **DESIG.** _____ **DATE:** _____

APPROVED BY _____ **DESIG.** _____ **DATE:** _____