



Ministry of National Security

CAREER OPPORTUNITY

The Ministry of National Security invites applications from suitably qualified candidates to fill the post of: -

PROPERTY OFFICER (INDUSTRIAL/MECHANICAL ENGINEER) (SOG/ST7) - VACANT **SALARY SCALE: \$5,198,035.00 – \$6,990,779.00 PER ANNUM**

JOB PURPOSE

The incumbent will be responsible for preparing mechanical, electrical and plumbing (MEP) engineering designs and assessments for a broad range of building related projects across the national security portfolio. He/she will undertake the design, specification and management of building projects in support of the design team. The successful candidate will also be required to function as a part of a multi-disciplinary design team on projects from initial conception through detailed design, tender and construction. Finally, the incumbent will work collaboratively with both internal and external stakeholders to produce fit for purpose security infrastructure while adhering to well-defined functional objectives and simultaneously demonstrating innovativeness through the introduction of new energy-efficient and sustainable MEP systems.

The duties and responsibilities include but are not limited to the following:

KEY RESPONSIBILITIES:

- Assessing and troubleshooting assigned properties to determine load requirements for appropriate mechanical and electrical equipment and systems such as HVAC units, pumps, generators, electrical panels, fire suppression systems and lighting fixtures;
- Assessing and troubleshooting Ministry owned/leased properties to determine appropriate systems for potable water, wastewater, sewage and drainage;
- Conducting testing and commissioning to ensure that all MEP systems function correctly and meet the performance standards before buildings are occupied as well as liaise with the Jamaica Public Serve Company (JPS Co) and National Water Commission (NWC) to establish connection of utilities;
- Assessing and interpreting architectural and civil/structural engineering drawings, blueprints, to inform development of MEP designs;
- Developing detailed MEP engineering designs for small to medium construction projects to include assisting with the preparation of design briefs, preparation and presentation of conceptual designs and subsequently detailed designs;
- Providing costings for the installation of mechanical, electrical, and plumbing systems, helping project managers and clients to budget appropriately.
- Assisting in the retention and management of consultant engineers on large construction projects to include preparation of design briefs, Terms of References, reviewing designs, preparing payment recommendations and contract administration;
- Liaising with other construction professionals to include architects and civil/structural engineers to ensure the completeness of final designs in accordance with Jamaica's Building Regulations.
- Engaging the planning authorities (i.e. Municipal Corporations, National Environmental Planning Agency, National Works Agency etc.) to obtain the relevant approvals or construction permits;
- Providing supervision of construction and renovation of assigned projects so as to ensure compliance with approved designs and established guidelines for the use of public funds;
- Supporting the public investments and procurement processes through the provision of technical guidance in respect of assigned projects, including the review of bidding documents, draft contracts, Project Concepts and Project Proposals.
- Managing assigned renovation projects to include developing scopes of work, developing working drawings, monitoring contractors, preparing payment requests in respect of assigned projects. Ministry.
- Liaising with the National Land Agency to administer lease agreements and/or acquire property on behalf of the Ministry to include obtaining valuation reports, draft terms of lease and/or sale agreements.

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- Bachelor's Degree in Mechanical, Electrical, Industrial Engineering or related field;
- Five (5) years of engineering experience including the use of AUTOCAD, REVIT, Sketch-up and Photoshop technology; OR any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.
- At least 2 years experience developing and submitting MEP designs for approval by the planning authorities (i.e. Municipal Corporation, National Environmental Planning Agency, National Works Agency, Jamaica Fire Brigade).

SPECIFIC KNOWLEDGE SKILLS AND ABILITIES

- Sound knowledge contemporary engineering design principles and practices
- Ability to assess and troubleshoot electrical, mechanical and plumbing systems.
- Sound knowledge of the building approval processes
- Sound knowledge of National Building Codes, National Environmental Planning Laws, the Procurement Guidelines and other applicable guidelines and standards;
- Sound knowledge of the construction industry standards;
- Good Technical Report writing skills;
- Excellent oral and presentation skills
- Ability to prioritize, plan and organize workloads;
- High level of proficiency in interpreting architectural and engineering designs;
- Ability to manage projects from initiation through to completion;
- Negotiating skills

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Exposure to obnoxious surroundings;
- Working in stressful and hazardous environment;
- May be required to work beyond the normal working hours;
- May be required to work on weekends and public holidays;
- May be required to travel island wide.

Interested persons should forward their applications and resumes **NO LATER THAN May 17, 2024**, to the: -

Director, Human Resource Management and Administration
Human Resource Management and Administration Branch
Ministry of National Security
4th Floor North Tower
2 Oxford Road
Kingston 5
Email: jobopp@mns.gov.jm

Subject: Property Officer – Industrial/Mechanical Engineering (SOG/ST7)

Please note that we thank all for responding but only shortlisted applicants will be contacted.