

**JOB TITLE:** SPECIALIST ENGINEER

**JOB ID:** T1210

**Old JOB Number:** 0

**REPORTS TO:** DEPUTY CHIEF ROADS OFFICER/CONTROLLING OFFICER

**Date revised:** 2006-02-28

**MINISTRY/DEPARTMENT:** MINISTRY OF WORKS, COMMUNICATIONS & REGIONAL DEVELOPMENT

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**PURPOSE:** To facilitate/promote the construction/maintenance of roads/airfields by ensuring that there is strict compliance with appropriate designs developed during the identification, preparation and implementation stages of projects.

**KEY OUTPUTS:**

- New/Improved construction of roads/airfields.
- Construction of roads/airfields within specification, time and cost.
- Savings in operational costs for vehicles.
- Increased roads facilities to identified beneficiaries/groups.

**RANGE OF ACTIVITIES:**

- Exercise administrative and operational control of projects undertaken by contractors and direct labour.
- Prepare contract documents, quantities and estimates for projects.
- Prepare tender documents associated with the procurement and other requirements of the project.
- Liaise and advice other ministries, departments, Regional Executive Officers and other consultants on works to be done by/in these agencies.
- Advice on the selection of plant and equipment and quality of materials to be used in such location.
- Advice on the award of contracts.
- Ensure that the works are done to specifications time and cost advise whether or not variances should be made to designs, materials and methodology.
- Visit work sites regularly to ensure that programmes are executed as planned.
- Prepare periodic reports on progress/problems as necessary.
- Train junior officers in new engineering techniques.
- Prepare work programmes.

**MINIMUM QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:**

- Master's Degree in Civil Engineering from a recognised University PLUS three (3) years experience in construction methods as theory relate to highway and airfields.

OR

Bachelor's Degree in Civil Engineering from a recognised University PLUS five (5) years experience in construction methods as theory relate to highway and airfields.

**DECISION MAKING, PROBLEM SOLVING AND IMPACT ON RESULTS:**

- The job holder has a great amount of precedents and established rules to refer to and is guided by the Roads Act, Chapter 51:01 of the Laws of Guyana. The job holder has challenges that originate on the actual construction site

where he is expected to decide on any variances e.g. designs, quality and type of materials used, methodology etc. In the case of direct labour he is responsible for directly supervising project works. He is expected to resolve any problems associated with the project. Impact on results can be measured by the number of new roads/airfields constructed and their state over their projected life and the reduction of operational cost to vehicles using such roads on the long term.

**RESOURCE MANAGEMENT:**

- In works done by contract the job holder is not responsible for the contractors inputs. In direct labour works, when supervising more than one project at a time, he is responsible functionally for all staff activities through the Project Engineer, Superintendent of Works etc. When supervising single projects, the post holder assumes direct line responsibility for all staff, machinery and equipment (including graders, rollers, ketties, tractors and trailers) and materials. He is the budget holder for particular projects. Workforce on projects range from 10 to 100+.

**COMMUNICATIONS:** The job holder communicates with senior officers from the ministries, departments and regional administrations. These would include Ministers, Regional Executive Officers, Project Consultants and Contractors both local and international. He may be required to meet also with representatives of foreign donor agencies.

**WORKING CONDITIONS:** Office conditions - 60% - 80%

Field conditions - 40% - 20% - slight risk.

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