

HOUSING AGENCY OF JAMAICA LIMITED

JOB SPECIFICATION AND JOB DESCRIPTION

JOB TITLE: Construction Engineer
DEPARTMENT: Project Implementation
DIVISION: Technical Services Division
POST: 280570
GRADE: C **BAND:** 9 **POINT:** 1st

Job Purpose:

Under the supervision of the Senior Manager, Project Implementation, the Construction Engineer, assigned directly to the development site as his primary work location, provides quality assurance and verification of construction designs and works. This ensures compliance with contractual agreements, project designs/specifications, scope, quality, cost, and schedule, in accordance with established laws, regulations, policies, standards, and procedures. The incumbent also supports the Senior Manager in the development and implementation of strategies aimed at achieving strategic objectives and operational excellence within the Technical Services Division.

Key Outputs:

- **Timely and accurate reports** prepared and submitted, including progress updates, technical assessments, safety reports, audit responses, and ad-hoc submissions to the Senior Manager and relevant stakeholders.
- **Technical oversight of construction activities**, including continuous site monitoring to ensure compliance with approved designs, specifications, safety standards, and contractual requirements.
- **Validated construction measurements and payment certifications**, ensuring accuracy of quantities, quality of work, and legitimacy of interim and final payment claims.
- **Reviewed and verified construction documentation**, including drawings, specifications, instructions, and contract-related information to support proper execution of works.
- **Documented site activities**, maintained through an up-to-date site diary, construction records, and issue logs to support decision-making, performance verification, and audit readiness.
- **Effective communication and stakeholder engagement**, including participation in meetings, representation of the Technical Services Division (TSD), presentations, and issuance of site instructions on behalf of the Senior Manager.
- **Risk management and mitigation recommendations**, developed in collaboration with consultants and contractors, and supported through ongoing monitoring for early identification of delays, discrepancies, or non-compliance.
- **Quality assurance and compliance validation**, ensuring all construction works meet required standards, regulatory guidelines, project scope, cost parameters, and scheduled timelines.

Key Responsibilities:

Administrative

- Provides information to assist the preparation of responses to audit queries, requests for information and general clarifications of ongoing work.
- Represents the TSD at meetings, conferences and other work-related engagements, as required.
- Prepares and submits periodic and ad-hoc reports to the Senior Manager, as required.
- Attends meetings on behalf of the Senior Manager as required.
- Make presentations to internal /external stakeholders as required.

Technical/Professional

- Monitors the implementation of HAJL construction designs.
- Attends site, full-time, at the assigned location as stipulated by the HAJL
- Monitors the housing and infrastructure work to determine compliance with the design/specifications and safety guidelines.
- Conduct reviews of drawings, specifications, instructions and all other aspects of the contract in relation to the execution of the works.
- Assesses and validates the adequacy of the drawings, instructions or any other information provided for the contractor to execute the work.
- Works along with contracted consultants and contractors and the Senior Manager in making recommendations on mitigation measures to prevent/minimise delays in construction contract implementation.
- Measures the work undertaken by the Contractor in terms of quantity and quality and validates the claims received for interim and final payments.
- Maintains up-to-date site diary and construction records.
- Maintains the safety standards of the construction works.
- Communicates progress, discrepancies, variances and recommendations to the Senior Manager, to facilitate the execution of the works.
- Issues site instructions to the Contractor on behalf of the Senior Manager.
- Prepare routine and ad-hoc reports for the Senior Manager as required. These include but not be limited to, the progress and quality of the work, safety and health, plant, equipment, human resources, incidents, accidents, anomalies (etc.).
- Attend project meetings.
- Convenes meetings on behalf of the Senior Manager as required.
- Keeps abreast of legislation's association with construction works and analyses its applicability to the assigned project.
- Participates in the development of strategies to manage risk and monitors the enforcement of the necessary mitigation strategies.
- Quality assurance reviews and verification of construction work to determine compliance with contractual agreements, project designs/specifications, scope, quality, cost and schedule in keeping with the established laws, regulations, policies, standards and procedures.
- Carry out damage assessments and prepare associated reports following natural disaster events that impact the project

Customer Service:

- Maintains internal customer service principles, standards, and measurements.
- Identifies and incorporates the interests and needs of customers.
- Ensures critical success factors are identified and meet expectations.

Other:

- Perform other professional duties that may be assigned from time to time.
- Participate in the Agency's Committees (where necessary)
- Adhere to and administer the Agency's rules and regulations.

Required Knowledge, Skills and Competencies:

Core:

- **Researching:** Ability to gather, analyse, and interpret technical data to support design reviews, site assessments, and project decisions.
- **Team Building:** Works collaboratively with multidisciplinary teams, contractors, and consultants to achieve project goals.
- **Customer Service:** Provides professional guidance and responsive support to clients, stakeholders, and project partners.

- **Oral and Written Communication:** Communicates technical information clearly and effectively through reports, presentations, and stakeholder interactions.
- **Planning and Organising:** Efficiently prioritises tasks, coordinates site activities, and manages competing project timelines.
- **Critical Thinking and Analytical Skills:** Evaluates technical issues, interprets data, and identifies practical, evidence-based solutions.
- **Problem Solving and Decision Making:** Addresses construction challenges promptly, assesses options, and makes sound engineering decisions.
- **Listening and Negotiating:** Engages stakeholders constructively, actively listens, and negotiates solutions that support project objectives.
- **Time Management:** Manages workload effectively to meet deadlines, site requirements, and reporting obligations.
- **Records/Database Management:** Maintains accurate technical records, site documentation, and databases to support compliance and reporting.

Technical:

- Sound knowledge of engineering, project management, risk management, customer service and quality assurance principles and practices.
- Sound knowledge of the construction engineering industry standards, building codes, contract forms, infrastructure works, quantity surveying, quality measuring tools and interpretation of construction drawings.
- Sound knowledge of the applicability of the Microsoft Office applications suite (Word, Excel, Outlook, Projects, etc.)
- Working knowledge of Building Information Modelling (BIM) to include Autodesk Auto-Cad and other relevant databases/systems.
- Working knowledge of GOJ laws and regulations governing the construction sector and management principles and practices.
- Working knowledge of GOJ regulations and guidelines governing Procurement and Contract Administration (FIDIC, JCC, JIC, etc.).
- Working knowledge of First Aid procedures.

Attitudes:

1	Professional and Confidential	2	Accountable and Dependable
3	Innovative and Creative	4	Adaptable and Flexible
5	Stress Management and Tolerance	6	Integrity
7	Team-Oriented	8	Persistence
9	Initiative	10	Attention to detail
11	Result-oriented	12	Customer and quality-focused

Minimum Required Qualifications and Experience:

- Undergraduate Degree in Construction Management, Civil/Construction Engineering or an equivalent accredited qualification from a tertiary institution.
- Certification in Project Management principles and techniques.
- Five (5) years' experience in a similar capacity and work environment.
- Knowledge and experience in operating MS Office Applications, Adobe Acrobat Reader, Auto-Cad, etc.

Special Conditions Associated with the Job:

- May be required to work beyond normal working hours to meet critical deadlines
- Must manage high volumes of documents and communications under strict confidentiality
- Occasional travel to branch offices, couriers, or partner organisations may be required
- Required to travel site as a base
- Exposure to dust, odours, cuts, bruises, heat, and noise from construction sites.
- Exposed to highly confidential information
- Work in a highly stressed environment
- May be exposed to a hostile environment when:
 - Dealing with irate customers/contractors/consultants.
 - Conducting site meetings
- Fast-paced and dynamic environment with shifting priorities

Effort – Physical Demand

- Fair amount of road travel to rural sites
- Visiting and walking on rocky, uneven terrain on construction sites

Effort – Mental Demand

- Problem Solving under Pressure
- Meticulous attention to detail
- Critical Thinking
- Multitasking and Prioritisation
- Sustainable mental focus and concentration

Working Conditions:

- Ninety-five per cent (95%) of the time spent on the construction site
- Five per cent of the time spent travelling and/or attending meetings.

Equipment/Software Usage:

- Network Computer and/or Agency Laptop
- Telephone Devices (desktop and mobile)
- Printers, Scanners, Copiers, etc.
- MS Office Suite Application
- Adobe Acrobat Reader
- Auto-Cad
- External Drives

Reporting Relationship:

Reports To: Senior Manager, Project Implementation

- **Alignment with Organisational/Project Objectives:** Ensures that engineering activities and site operations support the overall goals of the Agency and the project, including project timelines, quality standards, and budgetary targets.
- **Risk Management and Mitigation:** Guides the Engineer to proactively identify, assess, and address potential risks in design, construction, safety, and compliance, thereby minimising delays and cost overruns.
- **Risk Management:** Guides the Engineer in conducting assessments post-natural disasters that may impact the assigned project.
- **Resource Optimisation:** Directs the Engineer to effectively plan, coordinate, and utilise human, material, and financial resources to maximise efficiency and project performance.

- **Quality and Compliance Oversight:** Establishes clear expectations for adherence to technical specifications, regulatory requirements, safety standards, and industry best practices, ensuring the successful delivery of projects.

Supervision Given To: Construction Officer

Nature of Supervision Given:

- **Execution of Project Plans:** Directs the Construction Officer to carry out site activities in strict accordance with approved designs, specifications, and schedules to achieve project objectives.
- **Quality Assurance and Compliance:** Guides the Construction Officer to uphold construction quality standards, ensure adherence to safety regulations, and comply with contractual and statutory requirements.
- **Resource Management and Optimisation:** Provides instructions on the efficient allocation and utilisation of labour, materials, and equipment to maximise productivity and minimise wastage.
- **Risk Identification and Mitigation:** Instructs the Construction Officer to monitor site conditions, identify potential risks, and implement corrective actions to prevent delays, cost overruns, or safety incidents.
- **Monitoring and Reporting:** Directs the Collection Officer to maintain accurate site records, document progress, and report discrepancies, variances, and recommendations to the Engineer for timely decision-making.
- **Coordination and Communication:** Guides the Construction Officer in liaising with contractors, consultants, and stakeholders to ensure smooth workflow, resolve site issues, and maintain alignment with project objectives.

Liaises Internally with:

- Director, Technical Services Division
- Senior Manager, Project Implementation
- Senior Manager, Project Design and Development
- Engineer
- Quantity Surveyor

Liaises Externally with:

- Consultants/Contractors/Developers.
- Customers.
- Municipal Corporations (Superintendent of Roads and Works)
- National Water Commission
- National Works Agency
- Jamaica Public Service Company
- Any other stakeholder as required

Authority:

This position has the authority, within the boundaries of the HAJL's and the government's respective policies and procedures, to:-

- Validates construction work and recommends approval for the payment of the contractor's claim.
- Instructs the Construction Officer as required.
- Acts within the scope of the job as approved by the Senior Manager.

Agency Declaration:

Please note that the Housing Agency of Jamaica Limited Executive Management reserves the right to revise and amend the Job Description when necessary to accommodate the needs of the business.

**THIS DOCUMENT IS INTENDED TO BE A GUIDE IN TERMS OF MAJOR
OUTCOMES/ACCOUNTABILITY OF THE PORTFOLIO SIGNIFIED ABOVE**

Document Validation :

Employee's Signature

Date

Director,
Technical Services Division

Date

HR Representative

Date