

# TRINIDAD AND TOBAGO ELECTRICITY COMMISSION



## V A C A N C Y

### **CIVIL ENGINEERING TECHNICIAN II - ENGINEERING CONTROLLER**

Applications are invited from suitably qualified employees for the above-mentioned position.

#### **JOB SUMMARY:**

Assists in monitoring tracking and coordinating construction activities.

Prepares a detailed daily log of construction activities on project sites, inclusive of but not limited to, works completed, progress and any delays, the number and type of workers employed, weather conditions, visitors to the site, drawings received, deliveries, instructions and any other details of any significant events.

Updates construction drawings and prepares 'As Built Drawings'.

Reviews Job Hazard Analysis for civil and structural works.

Assists in the preparation of Accident and Near Miss reports.

Conversant with the Commission's health and safety policies and procedures, ensures H.S.E. compliance, and brings any shortfalls observed to the attention of the contractor's supervisor and the Civil Engineer.

Inspects workmanship and practices of the contractor and ensures compliance with the approved work method, best engineering practices and industry standards.

Inspects the materials and works during construction and ensures compliance with drawings and specifications to ensure quality assurance and quality control.

Liaises with statutory authorities and other stakeholders, as required.

Attends project meetings when required.

Performs basic survey tasks (levels, setting out).

Assists in the preparation of snag and defect lists.

Provides relevant information for the preparation of progress reports, processing of valuations and for the overall management of the civil and structural works.

Assists in identifying stock and non-stock items for issuance.

Receives and identifies materials from packing list and assembly drawings.

Performs other duties as required by the job function

**EDUCATION & TRAINING:**

Five (5) O' Level GCE/CXC General Proficiency passes including Mathematics and English Language.

National Engineering Technician Diploma (NETD) in Civil Engineering or equivalent qualification from an accredited institution.

Introduction to Supervisory Skills training.

Valid Defensive Driving certificate.

**KNOWLEDGE, SKILLS & EXPERIENCE:**

At least three (3) years' experience in the related field.

Knowledge of the Commission's operating policies, procedures and HSE rules.

Knowledge and experience with AutoCAD and GIS.

Interpersonal and communication skills.

Ability to interpret engineering drawings.

Proficiency in the relevant computer software applications.

**SALARY:**

Grade 7 – Minimum \$16,670.00  
Maximum \$17,145.00

Applications with accompanying résumé detailing experience and qualifications **MUST** be forwarded through the applicant's Head of Department to reach the Human Resources Officer – Recruitment & Selection **NOT** later than **Tuesday 6<sup>th</sup> February 2024**.

**HUMAN RESOURCES DIVISION**  
**January 30<sup>th</sup> 2024**