



Belize Water Services Limited

Junior Engineering Technician for Civil, Architect, Structural, Geotechnical field: Job Description, Duties and Requirements

Job Description:

Summary:

The Junior Engineering Technician is responsible to perform technical works relating to the design of water & wastewater facilities and improvements including research for determination of existing conditions, incorporating, and applying design standards and specifications, and preparation of design plans and related documents. This is a highly responsible position that requires administrative, supervisory, project management and most importantly people management skills. The Junior Engineering Technician is required to show a thorough understanding and support of relevant regulations, for BWS' Mission, Vision, and Strategic Objectives, as well as company policies, rules, and regulations. The Junior Engineering Technician must have good communication skills and the ability to interact successfully in a team environment

Following are essential duties and responsibilities for Engineering Technician but it is not limited:

- Assist the Project Manager in the application of principles, methods, and techniques of engineering technology.
- Comply with all BWS policies such as Vehicle, HR, Technical Services, IT, Phone, Health and Safety etc.
- Comply with all health, safety and civil construction works regulations including internationally recognized codes of practice for civil construction works.
- Review project specifications and confer with the **Project Manager** in regards to task such as planning, preparation, acceptance testing, and evaluation of field conditions, design changes, and reports.
- Assist with Supervision of the capital works programme and the administration thereof.
- Participate in surveying to lay out installations and establish reference points, grades, and elevations to guide construction.

- Draft detailed dimensional drawing such as those needed for **water & wastewater treatment plant and facility related works.**
- Assist in calculating dimensions, profile specifications, and quantities of materials such as steel, concrete, pipes, pumps etc...
- Assist in estimating quantities and cost of materials, equipment, or labour to determine project feasibility.
- Assist in preparation of Contract Documents, Technical Specification, Bill of Quantities, Bill of Material, drawings etc...
- Assist in Tendering process and prepare Evaluation report.
- Assist in procurement of material required for the project.
- Assist in inspection of project sites to monitor progress and ensure conformance to design specifications and safety or sanitation standards.
- Assist in directing construction, operations, and maintenance activities at project site.
- Maintain, care for, and account for tools and equipment and Vehicle as assigned By Senior Engineering Technician.
- Coordinate with all members of the work crew to work safely and efficiently.
- Prepare and maintain AS-Built Drawings
- Participate in trainings provided by BWS
- Maintain proper equipment, material and project records.
- Assist Project Manager in ensuring that constructions are implemented in accordance with internationally recognized codes of practice.
- Prepare daily project inspection report and submit to Project Manager for further guidance.
- Management reserves the right to vary the duties as assigned which would reasonably be within the scope of the position.

Supervisory Responsibility:

- Supervision of contractors

Qualifications:

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- Minimum Associate Degree in Building & Civil Engineering and/or Architecture

Language Skills:

- Fluent in English
- Working knowledge of Spanish will be an asset

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals
- Ability to effectively present information and respond to questions from group of managers, clients, and the general public

Mathematical Skills:

- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situation

Reasoning Ability:

- Must be able to understand engineering drawings
- Ability to solve practical problems and deal with a variety of concrete variable in situations where only limited standardization exists

Computer Skills:

- Must have the ability to use MS Office Excel, MS Office Word, MS Office Power Point and MS Office Project
- Must have the ability to use AutoCAD

Driving Skills:

- Must have the ability to drive manual transmission four-wheel motor vehicle
- Must have valid and legal driving license

Physical Demands:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job.
- While performing the duties of this job, the employee is regularly required to climb ladders, elevated tanks, navigate scaffolding or inspection and instruction purposes.

Work Environment:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions, high places and outside weather conditions.
- The noise level in the work environment is usually quiet in the office but high level can be expected on the construction site.

Workplace and Working hours:

- Workplace will be Belize Water Services Limited Head Quarter located in Belize. Normal working hours are 8:00 am to 5:00 pm from Monday to Friday. During an emergency, there may be a requirement to work outside of normal working hours, in the evening, at weekends or bank holidays.

Report to:

- Engineering Technician required reporting Project Manager daily. In the absence of Project Manager, he/she needs to report next person in chain of command.

The schedule of payments

- Salaries and benefits shall be equally divided and will be paid bi-monthly (i.e. 15th and ending), on the days published by BWS.
- Weekly time sheets must also be submitted by the following Monday.

Note: Management reserves the right to vary the duties as assigned which would reasonable be within the scope of the position.

Job description is intended to describe the general nature and level of work being performed by people assigned to this job. The description is not intended to be an exhaustive list of responsibilities, duties and skills required for this position.

To apply please use the following link: <http://bit.ly/join-bws>