



Trinidad and Tobago
Postal Corporation

JOB OPPORTUNITY

CLERK OF WORKS

DIVISION: CORPORATE SERVICES

REPORTS TO: FACILITIES MANAGER

POSITION SCOPE:

The Clerk of Works prepares the technical scope of works for projects. Monitors and visits various work sites and reports on the progress of various construction projects.

KEY DUTIES AND RESPONSIBILITIES:

- Monitors and reports on the progress of construction, refurbishment and maintenance projects against work schedules and specifications
- Maintains detailed project diaries for each work site and prepares weekly reports for management review
- Liaises with and advises contractors on work site issues including health, safety and environmental, material suitability and quality of work
- Prepares technical scope of works for projects
- Monitors and reports on defects and ensures corrective actions where necessary
- Prepares CAD Drawings as required
- Prepares certificate of completion for each project
- Receives and reviews all Contractor payment requests
- Attends project meetings as TTPost's representative
- Oversees internal maintenance projects as required

EDUCATION:

- Five (5) CXC/GCE O' Levels including Mathematics and English
- City & Guilds Certificate in Construction
- Diploma in Architecture, Engineering or related discipline
- Certificate in CAD and Microsoft Office

EXPERIENCE:

- At least three (3) years experience in a similar position
- Working knowledge of Health & Safety Legislation and construction standards
- Working knowledge of Microsoft Project

ESSENTIAL SKILLS / ATTRIBUTES:

- Detailed oriented
- Ability to work in stressful situations
- Time Management skills
- Excellent communication skills, both verbal and written
- Highly motivated
- Ability to work with minimum supervision
- Confidentiality
- Dependability

The closing date for applications is **December 04, 2015.**

Please note that unsuitable and late applications will not be acknowledged.

Applications should be addressed to: -

General Manager, Human Resources
Human Resources Division
Trinidad and Tobago Postal Corporation
National Mail Centre
240-250 Golden Grove Road
Piarco, 350462
Trinidad and Tobago or email: gmr@ttpost.net