



NATIONAL ENVIRONMENT AND PLANNING AGENCY

JOB DESCRIPTION AND SPECIFICATION

JOB TITLE:	Civil/ Structural Engineer
JOB GRADE:	8
POST NUMBER:	
DIVISION:	Application Management
BRANCH:	n/a
REPORTS TO:	Director Applications Management
MANAGES:	n/a

This document is used as a management tool and specifically to enable the classification of positions and the evaluation of the performance of the post incumbent.

This document is validated as an accurate and true description of the job as signified below:

Employee

Date

Manager/Supervisor

Date

Head of Department/Division

Date

Date received in Human Resource Division

Date Created/revised

Strategic Objectives of the Division/Branch:

The Applications Management Division contributes to advancing national sustainable development through management of the Natural and Built Environment by providing its customers and various stakeholders with a customer-oriented one-window central point of interface to process applications for permits and licences and offer technical advice on Development approval.

The work of the Division is carried out through three branches namely:

1. ***Applications Management*** –Processes all applications for permits and licences inclusive of: Planning (Non-TCPA and TCPA), Subdivision (9 lots and under and 10 lots and over), Enquiry, Beach Licence, Environmental Permit and Environmental Licence, It also contributes to the preparation of development plans and development orders as well as policies and guidelines.
2. ***Applications Secretariat Branch*** – Customer service center and back office support for application processing.
3. ***Development Assistance Centre*** – Provides technical advice and guidance to investors through the pre-application for Development approval.

Job Purpose:

The Civil/Structural Engineer provides technical support in the review of development applications submitted to the Agency and post-permit monitoring of construction works to ensure compliance with conditions of permit in accordance with established laws, policies, and guidelines.

The position serves as the Agency's subject matter expert Providing support to the Agency, its Boards and Authorities/Committees on engineering and related technical matters to facilitate the approval process and general execution of its mandate,

Key Outputs:

- Recommendation on applications processed
- Report on post-permit inspections
- Reports, technical papers
- Technical advice and guidance

Key Responsibility Areas:

A. Technical/ Professional Responsibilities

1. Conducts technical review of engineering and related elements of applications for environmental permits ensuring relevant activities listed below are carried out

to inform the processing as deemed necessary to facilitate the reliability of decision arrived at.

- desk research
 - Site inspections
 - requesting additional information from applicant
 - Liaising with internal branches/divisions and external agencies/local authorities for comments on applications and to gather any information
 - Environmental Impact Assessments EIA
 - Prepares report on recommendation/s and participates in internal review committee meetings.
2. Undertakes technical and feasibility studies for projects and programmes implemented by the Agency or its consultants
 3. Reviews and liaises with clients and other professionals including architects and subcontractors regarding job specifications and provides support to the tendering and procurement process
 4. Coordinates and monitors the conduct of Environmental Impact Assessments (EIA); attends/conducts public presentations, facilitation and consultation meetings and prepares associated reports.
 5. Conducts post permit inspection and make recommendations on the implementation of engineering projects approved by the Agency as required
 6. Serves as member of the Development Assistance team in the provision of technical services for the review/development of project proposals and engineering submittals to the Agency.
 7. Provides support to the Application Secretariat in responding to enquires from clients and the general public on engineering and related technical matters, and also by attending Authorities/Committees meetings as technical expert to facilitate the approval process as required.
 8. Participates in the design and delivery of public education and community outreach programmes.
 9. Keeps abreast of trends and changes in civil/structural engineering management and planning issues in particular new technologies.

B. Other Responsibilities

The incumbent may from time to time be assigned duties not specifically outlined within the job description but are however within the capacity, qualifications and experience normally expected from a person occupying this position.

Authority

The position incumbent is authorized to:

Review technical documents and provide technical advice

Assess major projects, such as buildings, etc. to ensure their strength and durability.

Performance Standards:

- Applications are processed in accordance with established guidelines, standards, laws and policies and in keeping with the established timeframes.
- Recommendations on applications processed are based on sound technical principles and are defensible
- Established targets are consistently attained.
- Reports/correspondences/information are comprehensive, accurate and submitted within established timeframe
- Technical advice provided is sound.
- Good coordination and effective working relations exist with other units/divisions, clients and associates.
- Confidentiality, integrity and professionalism are demonstrated in the execution of duties and personal conduct

Internal and External Contacts

(i) Internal

Contact (Title)	Purpose of contact
Applications processing and DAC officers	Collaborate/provide advice on applications being processed
CEO	Provide information/advice
Technical staff in EMC, Legal & Enforcement, PPER Divisions	Collaborate/provide advice on applications being processed
Public Education & Corporate Communications Branch	Provide technical information, participate in public education activities

(ii) External Contact (required for the achievement of the position's objectives)

Contact (Title)	Purpose of Contact
Developers, Contractors,	Carry out post-permit inspections, Provide information to enquiries
Customers	Provide information to enquiries

Working Conditions

- Typical office environment
- Occasional exposure to undesirable conditions during post permit inspections

Required Competencies

- Good Interpersonal Skills
- Good planning, organizing and problem solving skills
- Excellent investigative skills
- Sound knowledge of local and international environmental management and engineering issues
- Technical knowledge and experience as it relates to unit operations for various industrial projects
- Ability to effectively communicate at all levels
- Excellent knowledge of civil/structural and environmental issues
- Competence in the use of relevant computer programmes.

Minimum Required Education and Experience

- Bachelor's Degree in Civil/Structural Engineering from a recognized tertiary institution
- Registered as a professional engineer with the local Professional Engineers Registration Board
- Minimum of three (3) years' experience in Civil Engineering with at least 2 years' experience in structural design of buildings and bridges, retaining structures, piers, and other Civil Engineering structures and systems.