

JOB DESCRIPTION

POSITION IDENTIFICATION		FUNCTIONAL RELATIONSHIPS	
Job Title:	Chief Engineer	Direct Reports:	3
Reports to:	General Manager	Internal Contacts:	All internal Staff
Department:	Engineering Department	External Contacts:	Contractors, suppliers, tenants, Government Departments.

JOB SUMMARY:

Responsible for overseeing the Engineering function to ensure the technical and civil works services are provided effectively and efficiently.

DUTIES AND RESPONSIBILITIES

- **Maintain Oversight of Preventive Maintenance System:** by periodically reviewing the Preventive Maintenance Systems (PMS) to ensure it meets the Authority's needs; consulting with the Engineering staff to identify weakness in the PMS and steps for addressing those weaknesses; ensuring measures are taken to improve the System as needed.
- **Maintenance and Development of Facilities and Mechanical and Electrical Systems:** by ensuring the proper maintenance of the Authority's civil structures and grounds and the Authority's mechanical and electrical systems; consulting with the other department to facilitate delivery of efficient, high quality service; overseeing the development of maintenance and repair programmes; overseeing the implementation of maintenance, repair, new installations and construction projects to ensure adherence to quality and safety standards by staff and subcontractors.
- **Maintain Oversight of Projects:** by reviewing and approving tender documents to facilitate competitive bidding; reviewing and approving contracts for execution of works and acquisition of mechanical and electrical equipment and systems; reviewing and approving proposed civil and structural as well as technical designs; maintaining complete design specifications, plans and drawing for all engineering projects; conducting periodic inspections to ensure adherence to contractual terms.
- **Asset Management:** by Ensuring that all of the Authority's assets are periodically reviewed and updated and updates the asset register accordingly; ensuring an effective system is in place for the procurement of goods and services for use by the Department; ensuring that assessments are performed and reports submitted for all accidents and damage to the Authority's assets.
- **General Management:** by developing policies and procedures for the effective operations of the Department Prepares annual training plan for staff; preparing periodic statistical reports for management and regular reports on the status of the Authority's building and grounds and technical operations; developing and managing the annual capital and recurring budgets for the Department.
- **Supervision of Staff:** by establishing annual performance objectives with staff; meeting with them periodically to discuss their performance; counselling them on deficiencies in performance and guide them on improving performance, including recommending additional training; conducting an annual appraisal for staff ; coordinating the work pf staff and reviewing their work to ensure that it makes the Port Authority's standards; ensuing staff have the necessary resources to safely and effectively carry out

their work; making recommendations to the General Manager regarding wage increase, promotions and disciplinary action for employee supervised; assisting in the resolution of grievances.

- **Maintains Quality Service:** by following organization standards.
- **Maintains Technical Knowledge:** by attending educational workshops; reviewing publications.
- **Contributes to Team Effort:** by performing any other related duties as assigned.

QUALIFICATIONS, SKILLS & EXPERIENCE

- A post graduate degree in Engineering or a similar field.
- At least 10 years' engineering experience in ports or similar environment.
- Or a Bachelor's Degree with 12 years working experience in ports or similar environment.
- Professional engineering registration or license
- At least 3 years' experience in a management position.
- Contract management experience
- Construction management experience
- Management skills.
- Sound knowledge of engineering principles.
- Project Management Skills
- Supervisory Skills.
- Good oral and written communications skills
- Excellent interpersonal and presentation skills.
- Strategic thinking skills.

FAVORABLE ATTRIBUTES

- Strong leadership and relationship management skills to establish effective networks with stakeholders.
- High level of personal and professional integrity - honest and ethical.
- Ability to stimulate and manage change and develop strong teams.

SIGNATURE

I confirm that the requirements of this job description were discussed with me and I understand what is expected of me.

Employee's Name : _____

Employee's Signature : _____

Date : _____