

**NATIONAL INSURANCE SCHEME
BUILDING ENGINEER JOB DESCRIPTION**

JOB TITLE:	Building Engineer	AGREED TO BY:
	
REPORTS TO:	Assistant General Manager -Administration (AGM-A)	APPROVED BY:
DIVISION:	Administrative
DEPARTMENT:	-	DATE EFFECTIVE:
SECTION:	-	

DESCRIPTION

I. POSITION SUMMARY:

Manages the safety of the building as well as oversees the building maintenance, planning, inspection and function of the Scheme.

II. MAJOR DUTIES:

Duties performed by this position include the following:

- Design and preparation of plans
- Remedial works
- Preparation of planning applications
- Fire Safety and Health Safety
- Dilapidation schedules / negotiations
- Site inspections and certification of works
- Repair and maintenance of buildings
- Measured survey of land and buildings
- Advice on energy-saving designs
- Access audits

V. CONDITIONS OF WORK:

This position is expected to work under the following condition:

Employee will be required to operate inside and outside of workplace based on the nature of the building issue that needs to be addressed.

VI. WORK ENVIRONMENT:

Employee may be exposed to environmental hazards from time to time.

Work area is dynamic and communication with key officers is vital.

VII. BACKGROUND

The minimum background requirement of candidates for this position in the context of the National Insurance Scheme's situation is:

- a) **MINIMUM EDUCATION:** Bachelor of Science in Engineering with emphasis on construction or related field
- b) **MINIMUM EXPERIENCE:** 3 years