



Vacancy Notice

An opportunity exists within the Engineering Division, Cul De Sac to fill the position of **Engineering Technician**

JOB SUMMARY

To support the design, planning, maintenance, and administration of civil engineering and building infrastructure projects, by preparing technical drawings, estimates, reports, managing work orders, documentation, and field data to ensure safe, efficient, and cost-effective facility operations.

ESSENTIAL DUTIES

- Develops in-house civil engineering design solutions using computer-aided design (CAD) software and drafting equipment, to support the planning and execution of capital works, infrastructure improvements, and maintenance initiatives;
- Prepares and updates as-built drawings of existing infrastructural assets, and integrates them into the asset map database, to ensure accurate records for asset management, planning, and reference purposes;
- Maintains official maps, drawings, and master plans, and organizes reference materials to support staff in engineering decision-making and project implementation;
- Conducts field investigations and collects site data, to inform the design phase of in-house projects, and to ensure design feasibility and alignment with site conditions;
- Prepares Bills of Quantities and detailed cost estimates for maintenance tasks and in-house construction projects, to facilitate procurement and ensure competitive and transparent bidding for both capital works and petty contracts;
- Assists in the planning, coordination, and supervision of the maintenance and construction of LUCELEC's civil and building infrastructure assets [including buildings, roads, pavements, grounds, water supply, and wastewater systems] to ensure structural integrity, functionality, and compliance with safety standards;
- Schedules, generates, and manages work orders arising from preventive maintenance programmes and emergency requests, to ensure timely resolution of issues and minimize disruption to operations;
- Supports the routine condition assessments of buildings and other physical assets, to identify deterioration and plan timely repairs or upgrades as part of the asset management strategy;
- Maintains an inventory of tools and equipment used by technical staff, ensuring availability and accountability, to support efficient field operations;
- Assists in the preparation of the annual budget for the Building Services Section, by providing cost inputs and historical data, to support effective financial planning and resource allocation;
- Supports the compilation and analysis of data related to facility maintenance trends, to guide predictive and preventive maintenance strategies and improve asset lifecycle management;
- Performs plan reviews, including material take-offs and quality assurance checks, to ensure design accuracy, alignment with specifications, and adherence to standards;
- Promotes safe work habits, by practicing the Company's safety and health policy and promoting a culture of safety, among others, to prevent/reduce workplace incidents, accidents or injuries;
- Assists with project administration, including evaluating contractor performance and supporting the processing and approval of contractor payments, to ensure project compliance, accountability, and value for money;
- Updates the Facilities & Construction Management Engineer on operational matters by providing briefings as necessary, and submitting reports to enable timely responses to issues and the implementation of improvement measures;
- Assists in the preparation of the annual budget for the Facilities & Construction Management Section, to ensure the availability of funds for the achievement of the Section's work programme;
- Remains current in civil and structural engineering practices, facility management, construction technologies, building codes, environmental and safety regulations, and computer-aided design (CAD) software, by participating in educational opportunities, reading professional publications, networking, among others, to ensure that all work is technically sound, compliant, and aligned with industry best practices;
- Performs any other job-related duties as may be assigned.

Vacancy Notice - Engineering Technician Cont'd

QUALIFICATIONS & EXPERIENCE

1. Associate's Degree or Diploma in Building Trades, Building Technology, Engineering Technology or Equivalent, plus three [3] years technical engineering experience;
2. Training in Principles of Project Management and/or Facility Management.
3. Certified Associate in Project Management (CAPM) or Project Management Professional (PMP) Certification from a recognized institution would be an asset.

KNOWLEDGE, SKILLS AND ABILITIES

- Sound knowledge of the Principles of Civil Engineering and Design including building technology and building trades;
- Strong knowledge of and ability to interpret and apply Company policies and standard operating procedures;
- Broad job knowledge and/or technical expertise relevant to the job, and ability to provide sound advice;
- Sound knowledge of Drafting techniques, terminology, methods and instruments including computer aided design (CAD) technology;
- Strong knowledge of materials, methods, and techniques of modern construction as well as, Construction technology and building inspection;
- Intermediate to expert knowledge of plumbing, A/C systems, carpentry and masonry;
- Strong knowledge of project management;
- Sound Knowledge of inventory control and management;
- Effective knowledge of Occupational Safety and Health Practices;
- Excellent critical thinking, analytical, problem-solving and decision-making skills, and ability to manage time in a dynamic environment, meet deadlines and remain calm under pressure;
- Effective management skills and ability to inspire and motivate staff;
- Excellent team player with effective interpersonal skills and a high level of emotional intelligence;
- Excellent people, conflict and stress management skills;
- Strong computer literacy skills; ability to use software for applications such as word processing, spreadsheets, databases, presentation programmes, computerized maintenance management system [CMMS] and computer-aided design [CAD] software;
- Effective oral and written communication skills and active listening skills;
- Ability to read blueprints, interpret standard drawings and specifications, survey notes, maps and reports;
- Ability to solve problems using innovation and available resources
- Ability to prepare and maintain accurate engineering records
- Ability to work in the field executing physical tasks and adapt to office environment as required;
- Ability to operate still and video cameras for accurately recording field conditions and gathering data
- Ability to Drive at least standard goods vehicle
- Ability work at a high degree of accuracy and attention to detail;
- Ability to integrate Company core values throughout all business practices;
- Ability to effectively develop and maintain relationships with management, staff, partners and stakeholders at all

APPLICATION

If after reading the above, you believe that you are the ideal candidate, we would like to hear from you. Please submit your application by sending a cover letter and resume addressed to **Mrs. Sharon Narcisse, Chief Human Resource Officer** on our career portal at lucelec.catsone.com/careers . **Note: only shortlisted candidates will be contacted.**

Deadline for receipt of applications— 4:30 p.m. Wednesday, June 18, 2025