

BARBADOS WATER AUTHORITY

VACANCY



Engineering Assistant – Project Management Office

The Barbados Water Authority (BWA) is seeking to fill the vacant position of **Engineering Assistant**. The successful candidate will work under the supervision of the Engineer-in-Charge.

DUTIES AND RESPONSIBILITIES

- ❖ Collecting, inputting and analysing data on the water supply network and data needed for water resources assessment, development and management;
- ❖ Converting drawings from hard copy to digital format using AutoCAD;
- ❖ Assisting with waste-control data collection and investigations as required;
- ❖ Conducting field investigations and surveys on land ownership, water quality zoning issues, pipe breaks, pipe routes, profiles, and complaints;
- ❖ Assisting in the monitoring and conduction of test pumping activities;
- ❖ Preparing drawings and supervising the preparation of drawings manually or by computer;
- ❖ Producing drawings of completed private development as assigned, updating map sheet negatives, arranging to have copies made and marking water mains on same;
- ❖ Updating waste control maps as assigned;
- ❖ Transferring and updating paperwork from old 1:10,000 maps to new 1:10,000 maps as assigned;
- ❖ Liaising with plumber contractors and Supervisors to facilitate the workflows.
- ❖ Inspecting plumbing installations to ensure compliance;
- ❖ Certifying that work done by private contractors conforms to the established standards and
- ❖ Any other related duties as assigned to you by the Head of Division/Department.

QUALIFICATION AND EXPERIENCE

- ❖ Associate Degree in Building and Civil Engineering or Mechanical Engineering or Ordinary Technical Diploma in Building and Civil Engineering or Mechanical Engineering; and
- ❖ At least three (3) years relevant experience in an engineering field.

KNOWLEDGE AND SKILLS

- a) Effective oral and written communication skills;
- b) Competence in the use of Microsoft Office products, particularly Word, Excel, Visio and Power Point;
- c) Competence with AutoCAD would be a definite asset;
- d) Effective decision-making skills; and
- e) Ability to multi-task.

SALARY

The successful candidate will receive an attractive salary package.

Applications with full curriculum details should be emailed to **HR@bwa.gov.bb** or addressed to:

The Director of Human Resources Management and Development
Barbados Water Authority
Pine Commercial Estate
The Pine
St Michael

The closing date for receipt of applications is **January 13, 2025**.

Unsuitable applications will not be acknowledged; only shortlisted candidates will be contacted.