Ministry: Public Infrastructure, National Development Unit, Land Transport and Shipping (Public Infrastructure Division)

Post: Superintendent of Works

Salary: Rs 34,175 x 1,200 – 37,775 x 1,500 – 52,775 (26 62 75)

Effective Date: 6 November 2014

Qualifications: By selection from among officers in the grade of Chief Inspector of Works who reckon at least one year’s service in a substantive capacity in the grade and who -

(i) possess organising, supervisory and communication skills; and

(ii) have the ability to lead a team of officers.

Duties:

1. To be responsible to the Head, Works Cadre for the management of sections under his supervision and for the efficient performance of overall civil engineering works.

2. To guide, supervise and co-ordinate the work of Chief Inspectors of Works, Senior Inspectors of Works, Inspectors of Works and other staff under his responsibility.

3. To monitor and streamline execution of all maintenance works and issues within various sections of the Ministry.

4. To ensure the processing of all requests for maintenance and repair works.

5. To channel requests for execution of minor works.

6. To monitor progress of work.

7. To ensure proper management and judicious use of funds.

8. To advise and guide the different sections under his responsibility on all innovative programmes to be implemented.

9. To make recommendations on personnel issues such as transfer and redeployment of staff, and the determination of training needs for the various trades and the organisation of such training.

/Certified Correct

for Senior Chief Executive,
Ministry of Civil Service and Administrative Reforms
6 November 2014

Date.................................................
10. To hold and attend meetings/committees, as and when required, at the
Ministry as well as at other Ministries/Departments for the organisation of
events such as National Day, State Visits, conferences and
sports/social/cultural events.

11. To act as member of Quotation/Bid Evaluation Committees, whenever
required, and form part of Boards of Survey, Inquiry Boards, Selection Boards
and Boards of Enquiry.

12. To assist the Head, Works Cadre in the supervision of minor works contracts
allocated to private contractors.

13. To use ICT in the performance of his duties.

14. To perform such other duties directly related to the main duties listed above or
related to the delivery of the output and results expected from the
Superintendent of Works in the roles ascribed to him.