

JOB DESCRIPTION

JOB TITLE: Planning & Geomatics Specialist

JOB PURPOSE:

The incumbent is required to gather, model, analyse and manage spatially referenced data towards the development and implementation of sustainable to assist the operations of the Construction Company Limited in support of the mandate of the Trinidad and Tobago Housing Development Corporation.

WORKING RELATIONSHIPS

- Reports to the Head of Planning.
- Works closely with internal and external stakeholders.

MAJOR DUTIES & RESPONSIBILITIES:

- Assesses work to identify building and civil works for any changes, repairs and maintenance requirements.
- Establish/develop and maintains Geographic Information System / Database (GIS) (Maps geospatial data with attribute data to ensure integrated access to maps and related information).
- Coordinates with staff and other agencies to obtain updated geospatial data.
- Conducts research into develop and implement methods for collecting, measuring and analysing geographic features and data such as land use patterns, man-made infrastructure, topography, drainage and weather conditions/patterns and its effects.
- Conducts field works in terms of surveying and mapping in order to collect geospatial data for development projects.
- Conducts investigation of land-use related activities (i.e. the development of land, encroachment issues and building operations/modifications issues).
- Conducts site assessments with project team members and other stakeholders to ensure work is done in accordance with approved standards, codes and specifications. Providing technical support.
- Assists in reviewing tenders submission and makes recommendations.
- Assists in preparing documents for the award of contracts.
- Prepares and submits reports in accordance with project schedule and the Company's requirements.
- Liaises with internal and external stakeholders; as required.
- Performs any other related duties and responsibilities consistent with the job title/position.

QUALIFICATIONS AND EXPERIENCE:

- Master's Degree in Geoinformatics.
- Bachelor's Degree in Geomatics, Civil Engineering or in related Engineering discipline.
- Certificate in Project Management or in any related Project Management discipline would be an asset.
- Minimum of 1 years work with GIS system.
- Five (5) years' experience in similar position; or
- Equivalent combination of training and experience.

KNOWLEDGE AND SKILLS:

- Knowledge of GIS programming, languages and techniques.
- Extensive knowledge of Town and Country Planning Ordinance and all other regulatory agencies.
- Excellent skills in collecting, visualising modelling and analysing geospatial data.
- Ability to learn and implement new technology.
- Ability to create and interpret site plans, maps and diagrams and use of related software.
- Experience in using or a desire to learn the required software.
- Ability to interpret drawings.
- Excellent Project Management skills, analytical and reasoning skills.
- Excellent investigative, analytical and reasoning skills.
- Excellent communication skills (oral, written and interpersonal).
- Proficient in MS Office (Outlook, Word, Excel, PowerPoint).
- Proficient in software such as ARC GIS, GPS and other relevant software tools.

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.
- Maybe required to work in outdoor weather conditions when required.
- You might travel around to a number of different sites.
- You would wear protective gear when on site, including hard hat, overalls and safety shoes.

