

JOB DESCRIPTION

JOB TITLE: Utilities Liaison Officer

JOB PURPOSE:

The incumbent is required to provide support in negotiation, reporting and liaising with statutory /regulatory agencies/bodies/commissions other relevant project partners to ensure industry best practice and regulations are maintained for successful delivery of housing and infrastructure projects of the Construction Company Limited in support of the mandate of the Trinidad and Tobago Housing Development Corporation.

WORKING RELATIONSHIPS:

- Reports to the General Manager and Heads of Departments.
- Works closely with internal and external stakeholders.

MAJOR DUTIES & RESPONSIBILITIES:

- Manage and coordinate all utilities related to housing and infrastructure projects for delivery.
- Support negotiation, reporting and contract processes with utility companies, local authorities and other relevant project partners.
- Identify, escalate and mitigate risks, issues and concerns of delays promptly and effectively as it relates to statutory and regulatory approvals for utility components/services.
- Assist and guide the project teams, drawing on expertise to inform design in relation to utilities.
- Act as the interface between T&TEC, WASA (not limited to) and the project teams ensuring design development and issues are consistently addressed.
- Process remit of Capital Contribution to statutory and regulatory agencies.
- Evaluate quotations and proposals submitted by Contractors as it relates to utilities.
- Inspection of infrastructure to facilitate seamless installation of utilities to ensure adherence to industry and construction best practice.
- Contributes towards the development and scoping of projects.
- Performs any other related duties and responsibilities consistent with the job title/position.

QUALIFICATIONS AND EXPERIENCE:

- Wireman license or License Sanitary Contractor (license plumber).
- Ten (10) years' demonstrated experience specific to cross functional collaboration among statutory and regulatory agencies/authorities/commissions to advance the planning execution and commissioning of utility based components/services for construction projects.
- Strong working relationship with internal and external stakeholders not limited to T&TEC, WASA and other statutory and regulatory bodies.
- Equivalent combination of training and experience.

KNOWLEDGE AND SKILLS:

- Knowledge of construction management, building standards, specifications and codes governing housing and infrastructure projects.
- Knowledge of statutory and regulatory guidelines/policies/handbook relating to utilities for housing and infrastructure developments.
- Knowledge of project management principles, practices, techniques and procedures.
- Knowledge of the government rules, regulations and procedures pertinent to programme/project management.
- Skill in project planning and implementation.
- Ability to use the internet to conduct research into programme/project related issues.
- Ability to establish and maintain effective working relationships with statutory agencies, stakeholders and the public.
- Excellent analytical and reasoning skills.
- Attention to detail and problem solving skills.
- Strong organizational and planning skills.
- Excellent time management skills and ability to multi-task and prioritize work.
- Excellent communication skills (oral, written and interpersonal).
- Proficient in MS Office (Outlook, Word, Excel, PowerPoint).



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.

