



For all life's journeys

Employment Opportunity

We are inviting suitably qualified nationals of Trinidad & Tobago apply for the following position:

PROJECT SUPERVISOR

The Project Supervisor generally contributes to the Company revenue by ensuring that budgeted Capital Development and Revenue projects remain within time & budget estimates, and that the required standards and specifications are adhered to ensuring that the application of Project Management Principles are applied on all projects.

RESPONSIBILITIES INCLUDE:

- Contributes to the efficient preparation and planning of projects by conducting field investigations and site surveys to collect data necessary for design work by:
 - developing engineering projects scope, within levels of competence, to ensure compliance with engineering standards and specifications,
 - ensuring list of materials and equipment necessary for project execution are sent for procurement on a timely basis,
 - preparing tender documents, evaluating bids and making recommendations, and seeking necessary approvals from Government agencies.
- Ensures successful implementation and completion of projects of capital nature and works related to the Service Stations and NPMC compounds ensuring Quality, Cost and Delivery (QCD) by:
 - preparing Project Master Schedules for monitoring and tracking project execution,
 - undertaking on-site supervision of Contractor's work and keeping a daily log on manpower and activities on each project,
 - monitoring and recording factors affecting costs/schedules and taking action as appropriate,
 - conducting coordination meetings when more than one Contractor is working on site,
 - ensuring compliance with specifications, quality and safety standards,
 - testing and ensuring that finished work is satisfactory,
 - preparing and submitting project progress reports on a monthly basis.

- Protects the Company's interests by measuring and valuing completed work to calculate and justify interim and final payments to the Contractor in accordance with established procedures.
- Provides assistance to the Project Engineers on Department Projects to foster team building.
- Demonstrates intimate knowledge and understanding of HSE Laws, Policies and Procedures as stated in the Company manuals.
- Performs all duties in conformance to appropriate HSE standards.
- Performs any other duties as required by the job function.

THE SUCCESSFUL CANDIDATE MUST IDEALLY POSSESS:

- Higher National Certificate/Diploma - Civil/Mechanical/Electrical Engineering.
 - AutoCAD Certification
 - Minimum of three (3) years' experience in Building Maintenance Projects.
- OR: any other equivalent combination of qualification and experience.
- Supervisory and Sound Communication skills.
 - Computer Literacy (Microsoft Office Suite including MS Project).
 - Ability to read and interpret Drawings or to sketch.
 - Ability to work independently and as part of a team.
 - Driving Competency.

If you meet the above requirements, send a complete résumé with cover letter no later than **2024 September 27** to:

<https://www.caribbeanjobs.com/Project-Supervisor-Job-194180.aspx>

Addressed to:

General Manager – Human Resource & HSSE
Trinidad & Tobago National Petroleum Marketing Company Limited
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National Drive, Port of Spain