



OPENBAAR LICHAAM ST. EUSTATIUS CARIBISCH NEDERLAND

The Executive Council of Public Entity Sint Eustatius, Caribbean Netherlands is in short term seeking candidates interested in the following function:

vac. 18-2019 1 FTE Supervisor / Team Coordinator - Public Works and Services

The supervisor has expertise in the technical and maintenance work field. As supervisor you make decisions in creating work-planning and overseeing the execution of maintenance. It is also your direct responsibility to guide staff employees during the execution of any maintenance projects and/or construction work. Additionally, you dispatch employees for maintenance requests or (construction or maintenance) projects.

Specific Requirements

- Education level of MBO level-4 or equivalent, in a technical field of study;
- 3 – 5 years' experience in the maintenance and/or construction work field;
- 3 years' experience in a supervisory function;

Duties and Responsibilities

Managing activities and supervision

- the supervisor makes decisions in the creation of the unit planning, giving advice, suggesting improvements and in leading and participating in project implementation and in the processing of complaints;
- responsible for the planning and coordination of (construction or maintenance) project realization, sets priorities, distributes, verifies and monitors progress and the quality of tasks performed (with emphasis on goals, results and clients) and solves problems during project implementation;
- the supervisor reports to the manager regarding the quality of the management of and supervision. Monitors the quality of delivered services and progress of the work, and monitors internal procedures;
- leads meetings, suggests improvements to project implementation, and gives advice concerning current issues;
- supervises and coaches employees;
- leads and participates in project implementation;
- monitors assigned budgets and suggests budget reallocations;
- stays in contact with internal and external organizations and individuals concerning comprehensive aspects of the matters being handled;
- gives instruction and provides information for residents and interested parties;
- processes complaints according to complaint procedures.

Skills and Knowledge

- theoretical and practical knowledge of construction field and general maintenance;
- skills in the observation and solution of bottlenecks and complaints;
- skills in leading projects and in coordination;
- skills in organizing meetings;
- Written and verbal communication skills in English and Dutch.

Handling of complaints, incidents, and providing information

- provides information concerning the proper procedures to involved parties;
- investigates and meditates (more complex) complaints and incidents, handles these within his/her authority, and involves the manager for very complex complaints and incidents;
- provides, in consultation with the manager, information on the application of construction requirements, guidelines and (technical) enforcement measures to be taken;

Working Conditions:

Job scale 8 minimum gross \$ 2,392.52 to maximum \$ 3,734.99 gross for a 39.5 hour working week. Salary scaling depends on work experience and education.

Please send your motivation letter and resume by **May 1st, 2020**, to the email below:

Executive Council of Public Entity St. Eustatius
T.a.v. Unit manager Internal Services
Mrs. F. Gibbs
Fort Oranjestraat 7, St.Eustatius Dutch Caribbean
Email: personnel.affairs@statiagov.com