

Government of Tuvalu – Job Description



| | | |
|---------------------------------|---|-------------------------|
| Position Title: | Civil Worker | |
| Band and Salary: | S1-S3 | \$10,887 to \$15,447 |
| Ministry and Department: | Public Works, Infrastructure Development, and Water | Public Works Department |
| Location: | Funafuti | |
| Reports to: | Civil Engineer | |

JOB PURPOSE:

The Civil Worker assists civil engineers and project managers in the planning, design, and construction of civil engineering projects. They are responsible for carrying out various tasks related to site preparation, surveying, data collection, and project documentation. The Civil Worker works under the supervision and guidance of civil engineers to support the successful execution of civil engineering projects.

KEY RESPONSIBILITIES:

1. Site preparation and Design Support.
2. Construction monitoring.
3. Documentation and reporting.
4. Collaborative work and resource allocation.
5. Research and analysis.

MAIN DUTIES AND OUTCOMES:

- 1.1 Assist in site surveys, measurements, and data collection for project planning and design. Clear vegetation, remove obstacles, and establish temporary structures.
- 1.2 Aid civil engineers in the preparation of technical drawings, specifications, and design calculations using CAD software. Assist in evaluating construction materials, equipment, and methods.
- 2.1 Monitor construction sites to ensure compliance with design plans, specifications, and safety regulations.
- 2.2 Inspect workmanship and conduct quality control tests on materials.
- 3.1 Assist in preparing project progress reports, construction documentation, and record-keeping.
- 3.2 Maintain accurate and organized project files.

Government of Tuvalu – Job Description

- 4.1 Collaborate with project teams, including civil engineers, architects, contractors, and other stakeholders, to address technical issues, resolve conflicts, and implement design modifications as necessary.
- 4.2 Assist in the preparation of cost estimates, project schedules, and resource allocation plans. Help ensure projects are completed within budget and on schedule.
- 5.1 Stay updated on industry standards, codes, regulations, and technological advancements relevant to civil engineering projects.
- 5.2 Conduct research and analysis as needed to support project requirements.

MANDATORY REQUIREMENTS:

Qualification & Experience:

Trade Certificate in Civil Engineering or related field OR at least three years working experience in a construction or civil engineering environment.

Skills & Knowledge:

Knowledge of civil engineering principles, construction techniques, and industry standards. Familiarity with engineering software such as AutoCAD, Civil 3D, or other design and analysis tools.

Proficiency in surveying techniques, including the use of total stations, GPS, and leveling equipment.

Strong analytical and problem-solving skills to assist in technical decision-making and troubleshooting.

Ability to interpret engineering drawings, specifications, and technical documentation.

Effective communication and interpersonal skills.

Attention to detail and the ability to accurately collect and record data.

Physical stamina and the ability to work in outdoor and construction site environments as needed.

IMPORTANT NOTICE

Applicants through their applications MUST:

- (i) Address all the qualification requirements of the job description.
- (ii) Address each of the responsibilities of the job as listed in the job description indicating how best he/she can carry out those responsibilities satisfactorily and at the same time add value to the job.
- (iii) The response in each case in (i) and (ii) must reflect the information in the CV; and the job application checklist.

It is expected that officers recognize the cross-cutting nature of gender issues; the roles and responsibilities in this job description should be performed by taking into account a sector integration of gender perspectives.

NOTE: THIS POSITION MAY REQUIRE WORK OUTSIDE OF NORMAL WORKING HOURS