



**NATIONAL DRAINAGE AND IRRIGATION AUTHORITY**  
**JOB DESCRIPTION**

**POSITION: ENGINEER TECHNICIAN**  
**REPORTING TO: CIVIL ENGINEER**  
**SALARY SCALE: BAND 3**

---

The Engineer Technician will be required to assist the NDIA Regional Engineer in the execution of work plans, visits work sites, collects and tests materials and carries out simple surveys to compute excavated quantities.

---

**Main Responsibilities and duties**

- Reviews infrastructure and maintenance contract documents to determine the criteria and parameters to execute required works
- Assists with the preparation of work plans and evaluation of field conditions
- Inspects Project sites and evaluates contractor's work
- Assists in ensuring that project conforms to specifications and applicable codes
- Uses Plan and measuring techniques to ensure construction specifications is in accordance with planned activities
- Measures and Verifies quality and reports to respective supervisor
- Prepares reports to communicate progress of engineering assignments, projects, document project activities and data
- Produces work drawings using AutoCAD and for Civil 3D drawing showing clearly and accurately how the infrastructure is detailed from engineering calculations and experience

**Minimum Job Requirement:**

- Diploma in civil engineering from a recognized institution along with two (2) years working experience
- Or
- Diploma in Building and Civil Engineering from Government Technical Institute along with at least three (3) years' experience conducting field work in engineering.
- o Working knowledge of computer aided design software such as AutoCAD and Civil 3D
- o good organizational skills;
- o ability to work independently;
- o must be a team player;
- o proficiency in written and spoken English

**Supervisory Responsibility**

This job holder will not be responsible for supervising any staff

**Work Environment**

While performing the duties of this job, the employee regularly works in the field setting

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

**Position Type/Expected Hours of Work**

This is a full-time position. Monday to Friday but may be required to work weekends and beyond the call of duty as the need arises.

*Prepared by: Mr. Rudolph Persaud  
Civil Engineer*

*Checked and updated by: Ms. J Blackman  
Senior Human Resource Officer  
2020-06-27*