



## VACANCY-CONSTRUCTION TECHNICIAN

The Eco-Industrial Development Company of Tobago (E-IDCOT) Ltd is a private limited liability Company established by the Tobago House of Assembly (THA) to assist in the diversification of the Tobago economy through the promotion of environmentally sustainable production and the provision of project management services on the island.

The Company invites applications from suitably qualified persons for the position of ***Construction Technician***.

The Construction Technician supports the Project Manager in overseeing all aspects of a project's construction, from planning to completion, including managing contractors and subcontractors, ensuring that projects meet safety standards, and tracking progress daily, to achieve project goals and support the achievement of organizational objectives.

### ***Job Responsibilities***

1. Assists in the inspection of project sites regularly to ensure that the quality and progress of the construction is proceeding in accordance with the Contract Documents, immediately notifying the Project Manager of any perceived non-conformance.
2. Assists in the observation of tests required by the Contract Documents on behalf of the Company, as instructed.
3. Maintains records at the project site, including correspondence where applicable, such as Contract Documents, Change Orders, Construction Change Authorizations, Architect's/Engineer's Supplemental Instructions, reports of site conferences, Shop Drawings, Product Data, Samples, supplementary drawings, color schedules, requests for payment, names and addresses of contractors, subcontractors and principal material suppliers.
4. Maintains a logbook containing project progress and reports and submits reports on the progress of the Contractor's work, containing activities related to the project, including weather conditions, nature and location of work being performed.
5. Assists in the review of applications for payment submitted by the Contractor, assisting in making recommendations for disposition.
6. Works closely with the HSSE Officers to ensure that all personnel on project sites within the Company's control comply with relevant HSSE Policies and Procedures.
7. Performs site measurements to ensure that construction conforms to designs.
8. Ensures that construction materials meet required standards for quality and durability.
9. When required, assists in the final inspection of the work, by reviewing the documentation to be furnished to the Client by the Contractor upon completion of the work.

10. When required, assists in reviewing the list of items to be completed or corrected is submitted by the Contractor with a request for issuance of a Certificate of Substantial Completion and verifying that the Contractor has met the requirements of the Contract Documents for training the Client's personnel in the operation and maintenance of all building equipment and systems.
11. Maintains stakeholder relationships through effective communication, negotiation and issues management to ensure project deliverables are met.
12. Conducts administrative duties, such as setting up meetings, drafting invoices and drawing estimates.
13. Monitors construction progress and assists in the preparation of progress reports.
14. Complies fully with the Company's policies and procedures and adhere to the Company's Core Values and Code of Business Conduct by daily demonstration of associated behaviour.
15. Perform any other duties as required by the job function.

### ***Education and Job Experience***

1. Diploma in Civil Engineering, Building Construction or related field.
2. At least 3 years' experience in a construction environment.

Any other suitable combination of qualifications and experience may be considered.

### ***Knowledge, Skills and Abilities***

1. Proficiency in Microsoft Office and project management software
2. Strong written and oral communication skills
3. Excellent multitasking skills
4. Excellent problem-solving skills
5. Detail-oriented and highly organized

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### **Instructions for Applicants**

Applications **must** be submitted via **email** to [careers@e-idcot.co.tt](mailto:careers@e-idcot.co.tt) and should include a cover letter and detailed Curriculum Vitae addressed to:

The Human Resources Department  
Eco-Industrial Development Company of Tobago (E-IDCOT) Ltd  
Isaac T. McLeod Building, Cove Eco-Industrial and Business Park  
Canoe Bay Road, Cove Estate, Tobago.

The cover letter and email subject **must** state the position being applied for and copies of all educational certificates **must** be attached.

Applications are to be **emailed** no later than **4.00 p.m.** on **Thursday 14<sup>th</sup> May 2026**. Late or incomplete applications will not be considered.

***We thank all applicants for their interest; however, only shortlisted candidates would be contacted.***