

THE SECTIONS

JKR Sibul comprises of different sections responsible handling of different works.

Infrastructure Development

- Road Development Section
- Road Maintenance Section
- Building Development Section
- Building Maintenance Section
- Water Supply Development Section
- Water Supply Maintenance Section
- Geotechnical & Structural Engineering Section
- Quality Section
- Special Project Unit
- Mechanical Section
- Electrical Section
- Architect Section

Management or Supporting

- Administration Section
- Account Section
- Contract Section
- Store Section

District

- JKR Kanowit
- Selangau Depot

Road Development Section

- Administration of projects contracts inclusive of planning and design.
- To ensure projects are developed and constructed to International Design Specifications and quality at more economical costs, which the end products will provide an efficient network of roads and bridges for better progressive economic growth.
- Project supervision, Quality assurance and quality control of works (e.g. Field and Laboratory Testing).
- Project Monitoring, financial planning and monthly reporting (DPMS and SPIM).

Road Maintenance Section

- Administration of concession companies for privatization of State and Federal road maintenance contracts. Federal road (187.10KM) is maintained by HCM Engineering Sdn. Bhd., and State road (438.09KM) is maintained by CMS Roads Sdn. Bhd.
- Implementation of Black Spot program.
- Slope Inspection program (Twice a year).
- RMMS program. (Monthly input for any backlogs, prioritize activities for road emergency maintenance needs).
- Inspection of bridges (Twice a year for 70 over bridges).
- Banci Lalulintas program.
- Emergency and disastrous works (i.e. road and slope failure) by JKR Direct Labour.
- Wayleave approval to Utility Agencies. Earth / soil removing approval.
- Financial management; Preparation of quotations; divisional tender and Headquarter tenders for road maintenance.

Building Development Section

- Planning, design, contract preparation and tendering for all state government buildings and its associated structures and infrastructure.
- Supervision, quality monitoring and contract administration of on-going state government building projects.
- Investigate, design and contract administration of resident & district offices state funded projects.

Building Maintenance Section

- Routine inspection and maintenance of State Government offices and quarters inclusive preparation of necessary quotation or tender for maintenance.
- Preparation of ceremonial functions, the activity such as rection and construction of facilities likes suntents, performing stage, decoration works, lighting, beautification works and etc.

Water Supply Development Section

- To do preliminary site investigation, survey, detail design, drawings and preparation of contractual documents and specification for State and Federal water supply project.
- Planning of water supply projects, financial management for on-going projects. Supervision, coordination and monitoring of physical progress of projects including monthly reporting on physical and financial progress submission to JKR Headquarters.
- Assessment and approval for any submissions like engineering plans and drawings by the consultant, contractor or developers for any water supply projects.
- Wayleaves application for water supply projects, submission of requirements to Bomba, SibU Water Board and other authorities prior commencement of projects.
- To study, design and propose water supply such as internal and external piping system for all government buildings.

Water Supply Maintenance Section

- Management and operation of raw water treatment plants within SibU District.
- Operation and maintenance of water supply reticulation system and its civil infrastructure of each water supply authority.
- Surveillance and monitoring of water quality to be supplied to consumers.
- Conduct water sampling for water quality testing in Jabatan Kimia. Safety, cleanliness and management of Headworks asset.
- Management of computer water billing system; Management of computerized billing data; Water meters reading, issuing water bills and despatching water bills; Process of application of water meter installation; Enforcement unit dealing with connection and disconnection o-outstanding water bills. Detection of Non Revenue Water Team and Emergency works (Rapidu).

- Water Resources Management; implementation of MS ISO 9001:2000 Quality Management System to Ng. Sekuau Water Treatment Plant.
- Technical assistance for operation and maintenance of Sewage / Waste Water Treatment plants in Army camps, and also raw water package treatment plants in schools.
- Maintenance of internal and external piping system for government buildings.

Geotechnical & Structural Engineering Section

- Planning and supervision of projects related to the construction of bridges, jetty, river wall and retaining walls structure.
- Routine inspection and maintenance of river structures such as, pontoon, jetty, river wall and express terminal.
- To carry out surveying works; preparation of survey plan; and inventory of surveying data.
- Approval of engineering plans by consultants or developers.
- Maintenance of Army Forces assets / army camps properties inclusive of buildings, sewage facilities, water supply and all type of facilities.

Quality Section

- Conduct laboratory testing on civil engineering material; testings on reinforced concrete strength; field density tests; sieve analysis for soil; Mackintosh Probe for soil geological testing and etc.
- Checking on Quality Assurance & Quality Control for JKR projects.
- Implementation of MS ISO 9001:2000 Quality Management System in JKR office.
- 5S.
- SHECom.
- Quality Control Circle (QCC).

Special Project Unit

- Co-ordination of turnkey basis projects including contract administration and provide technical advice.

Mechanical Section

- To repair, maintenance and overhaul mechanical plant and equipment operated by Public Works Department and others operated by Ministries / Departments that have no facilities of their own.
- To maintenance, operate and control the outboard motor pool.
- To inspect mechanical plant and equipment and assess their condition and make recommendation as to whether to repair, overhaul or dispose off.
- To inspect, assess and estimate cost of repair to all government and non-government vehicles involved in accidents.
- To inspect, test and assess value of mechanical vehicles and make recommendation to government on the purchase of the vehicles under government loans by officers.

Electrical Section

(i) Quotation & Tender

- Preparation of Specification, drawings & tender documents.
- Preparation of payment; Correspondence; and financial planning.

(ii) Military Camps

- Maintenance of electrical works (sockets, lamps, switch, fans, overhead line, etc.
- Maintenance of sewage pumpset at treatment plants.
- Maintenance of generator sets, security door, lighting system and alarm system.

(iii) Water Treatment Plants

- Maintenance of pumping system, electronic devices and generator sets.
- Inventory of electrical equipment in the Headworks.

(iv) Federal Projects

- Supervision, monitoring and reporting of Federal projects.
- Assurance of work quality according to Specification.

- Provide technical advice to Contractors carrying out the construction works.

(v) Air Conditioning

- Maintenance of air –conditions for Government buildings.
- Processing of air-con requests; Board of Survey and inventory of air-con units.

(vi) State Projects

- Supervision, monitoring and reporting of State projects.
- Assurance of work quality according to Specification.
- Provide technical advice to Contractors carrying out the construction works.

(vii) Government Buildings & Quarters

- Maintenance of electrical & electronic equipment or devices in the buildings.
- Rewiring; Fire fighting system; Audio-visual; and Telecommunication (PABX, Keyphone)

Architect Section

- Planning, design, contract preparation and tendering for all federal government buildings and its associated structures and infrastructure.
- Supervision, quality monitoring and contract administration of on-going federal government building projects.
- Investigate, design and contract administration of federal funded projects as directed by federal departments.

Administration Section

(i) Office Administration

- To manage and coordinate all matters related to office administration: House Keeping, Filing System, Record and Despatch office letters and documents etc.
- To coordinate and implement rules and regulations as instructed by the higher authority about office administration from time to time.

(ii) Human Resource Management

- To manage, monitor and coordinate all matters related to human resource such as welfare, services, disciplinary etc.
- To provide Human Resource Counseling.
- To coordinate and implement any instruction, rule and regulation issued by Head of Department or higher authority regarding human resource.

(ii) Human Resource Development

- To manage and coordinate all matters related to human resource development: training and career development, government examination, updating records and personnel's training records etc.

(iii) Information And Communication Technology (ICT)

- To manage and coordinate the usage and infrastructure of IT Equipment in the department such as IT Management, Operational and Maintenance of Network Infrastructure, Project Monitoring System etc.
- To liaise with SAINS in order to ensure the smooth operation and maintenance of network.
- To provide support services to the technical sections in the department.

(iv) Majlis Bersama Jabatan (MBJ)

- A committee where the management and representatives from the workers (staff) meet and discuss any matters related to any rule and regulation of the administration that affect the working condition of the workers.
- To enable the staff to participate, be more responsible and comply all rules and regulations related to their working procedures as well as participate actively in any discussion in order to improve working condition and welfare.
- As a bridge between the management and the staff in order to gain understanding and cooperation in a way to improve and provide smooth services of the department.

Account Section

The objective of the section is to provide services relating to account and financial matters and to ensure the procedures adhere to The Financial Procedure Act 1957; Treasury Instruction; and Treasury Circulars.

The Account Section consists of four units, namely:

- (i) Departmental Warrant & General Duties;
- (ii) Revenue / Trust Account;
- (iii) Salaries / Allowances;
- (iv) Vote Ledgers / Records.

Contract Section

- Preparation and vetting contract documents inclusive of publishing and calling for snap quotation, quotation, divisional tenders and etc. for all government works.
- Contract management; preparation of contract payment and etc.

Store Section

The Store Section of JKR Sibul Division is a Sub-Store of the Central Unallocated Stores, Kuching. Thus it shares its mission and objective, namely:

- To constantly make available stock of articles according to the needs, as and when needed other Sections and Departments to the required quality, quantity and most advantageously priced, in the shortest time possible.
- Playing a supporting role in JKR Sibul Division, the Store Section has the following logistic function and responsibilities.
- The systematic purchasing and supply for the organisation according to relevant procedures.
- Purchasing and supply of Stores at uniform and standard unit price and unit of quantity.
- Purchasing requirements of the Department economically and according to specification.
- Control of stock and ensuring sufficient stock levels of materials for JKR Divisional needs.
- Performing the handling, shipment and transportation of outgoing materials to outstations.