



Job Description

For

Site Engineer



Site Engineer

ORGANIZATIONAL CONTEXT			
Function:	Residential Architects	SBU / Business division:	
Reporting to:	Project Coordinator	Job reference number:	

JOB CONTENT

1. ROLE OBJECTIVE

To manage day to day work at the construction site and getting the civil work executed as per plans.

2. DETAILED DUTIES AND RESPONSIBILITIES

1. Site Supervision including Co-ordination of Man, Materials & Equipment's
 - Supervise the construction, foundation & erection of interior projects.
 - Checking, studying & issuing workspace, materials.
 - Weekly & Monthly, Materials & Work reviews & reports
 - Work as per Project Budgeting,
 - Contractor & Clearance
 - Must be able to break down the overall construction goals for the day into smaller, specific jobs that can be assigned to individuals and groups.
 - Must be able to direct workers to new tasks as they complete assigned tasks

2. Quantity Estimation.
 - Conducting quality audits
 - Reporting to Project Coordinator with the weekly/monthly status report
 - Ensuring that all safety precautions have been taken into consideration and implemented.
 - Checking of quality as per specification

3. Execution as-per of drawings and Project Management
 - Overall execution of work as per specification
 - Billing of Contractor
 - Preparing, Certifying & Finalizing of contractors

4. Co-ordination with Clients and other agencies involved in the project
 - Consultant/Architect and Senior Engineer
 - Planning & implementation of work schedule
 - Supervise contractors schedule
 - Preparation of Daily Progress Report
 - Organize weekly meetings & Coordinating all activities



- 5. On-site responsibilities
 - The following list of Site Supervisor responsibilities are ordered from first arrival at the work site to the end of the working day.
 - Arrival Setup:
 - The Site Supervisor is the first person to arrive on the work site each day.
 - Look around the site to see if the previous work day’s tasks were sufficiently completed so the current work day’s tasks can be started.
 - At the End of the Day:
 - Make an entry in the Site Log outlining the activities and accomplishments of the day.

 - 6. Other duties
 - Pre-qualification of vendor for the job site.
 - Weekly meetings at site to address the issue at site.
 - Preparing the minutes of the meeting
 - Preparing the daily progress report.
 - Preparing any related documentation to site work or the progress of work
 - Must be able to read drawings
 - Assist the Team Leader at the site or office
 - Maintaining good communication with the other Site Supervisors, Clients and Architects.
- If possible, working on the job site as a regular (non-supervisory) construction volunteer on the workday immediately prior to the workday assigned as Site Supervisor.

3. KEY INTERACTIONS

Internal	External
<ul style="list-style-type: none"> – Senior Civil Engineer – Project Coordinator – Architecture team members – Design Team Members 	<ul style="list-style-type: none"> – Clients – Consultants – Vendors / Contractors – External Project Managers – Site Workers – Contractors

4. MINIMUM REQUIREMENTS

Level of Education	B.Arch / BE Civil
Technical Skills	<ul style="list-style-type: none"> – Auto Cadd – MS Office – MS Project – Preferred – any other
Other Essential Skills	<ul style="list-style-type: none"> – People skills – Good report writing skills



Experience	– 5-8 years in High Rise Residential
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5. KEY RESULT AREAS

1.	Contract supervision
2.	Site specific troubleshooting
3.	Site specific coordination
4.	Preparation of site specific reports
5.	Site bill checking
6.	Measurement
7.	Pilferage / Material requirement