

“QR” FOR THE POST OF CIVIL ENGINEER

Job Title : CIVIL ENGINEER

Employment Type : Contractual

Desired Profile :

- Qualification : B.Tech or Diploma (two years) in Civil/Structural Engineering.
- Age : 40-52 years
- Experience : At least 10 years of experience in planning of works, preparation of estimates from SSR (CPWD), execution, supervision, quality control, measurements for payments/records, preparation and maintenance of project documents, site documents and payments for civil works of new projects as well as for maintenance works including for building services like electricity, sewage disposal, plumbing water supply, solar grid electricity generation system etc.
- Computer Literacy: Good working knowledge of MS Office (Word, Excel & PPT), AutoCAD, mailing functions (Open, Reply, Forward, Attach)

THE DUTIES & RESPONSIBILITIES OF CIVIL ENGINEER WOULD INCLUDE BUT NOT LIMITED TO:

1. To plan civil works in accordance with guidelines, prepare appropriate and detailed estimates (based on SSR), market rates, and collaborate with Architects for estimate finalization. To prepare and check estimates for repair/maintenance and alterations as desired by Management. To finalize work specifications in consultation with Director Infrastructure Development & Planning, S.E.T., the respective School Director and Architect.
2. To prepare NIT, advertisements, tender documents and agreements for project/maintenance works. To call for tenders, evaluate vendors, select a preferred contractor and finalize/issue contract agreements, work orders, or supply orders as needed.
3. To execute civil projects in schools and other establishments of Salwan Education Trust, as and when assigned by Trust's authorities.

4. To ensure mandatory tests per CPWD specifications and relevant I.S. codes are conducted. To process bills for payment and measurements.

5. To prepare the permanent measurement book, verify and certify work done for work services. Prepare rate analysis for the items of work, as per CPWD DSR or market rates. To prepare and maintain construction documents and construction site documents.

6. To liaise with local administrative offices for safety clearances, property tax, and government dues. To ensure compliance with Environment and Pollution Norms, fire safety norms, and Rain Water Harvesting norms.

7. To ensure maintenance and functionality/performance of on-grid "solar systems" in the school, including performance audits.

8. To ensure maintenance of all Civil Installations, including electricity, water supply, sewage disposal, and routine maintenance. To address faults in plumbing, water supply, carpentry, sanitary works, drainage, sewer, building repairs, cement repair work, floors, walls, stone cladding, doors, windows, seepage, leakage, and termite effects as required.

9. To safeguard school building records, land records, and maintain maintenance works documents.

10. To stay updated on the latest construction practices, construction materials, and finishing materials in the market. To ensure adherence to Green Building norms, conservation techniques for electricity and water, and preventive maintenance.

11. To stay updated on latest safety of children in school, Building Planning Norms, fire safety norms as specified.

12. To conduct technical checks on works as directed by Salwan Education Trust's authorities.

