



Phwint Phyo Thit



Job Title

Civil Engineer

Reports To

The **Civil Engineer** will report to **his/her Department Director, Project Manager and Team Leader.**

Job Overview

- Managing, designing, developing, creating and maintaining construction projects
- Conducting on-site investigations and analyzing data
- Assessing potential risks, materials and costs

Responsibilities and Duties

- Manage, design, develop, create and maintain small-scale through to large-scale construction projects in a safe, timely and sustainable manner
- Conduct on site investigations and analyze data (maps, reports, tests, drawings and other)
- Carry out technical and feasibility studies and draw up blueprints that satisfy technical specifications
- Assess potential risks, materials and costs
- Provide advice and resolve creatively any emerging problems/deficiencies
- Oversee and mentor staff and liaise with a variety of stakeholders
- Handle over the resulting structures and services for use
- Monitor progress and compile reports in project status
- Manage budget and purchase equipment/materials
- Comply with guidelines and regulations including permits, safety etc and deliver technical files and other technical documentation as required

Qualifications

- Proven working experience in civil engineering
- Excellent knowledge of design and visualizations software such as AutoCAD, Civil 3D or similar
- Proficiency in site layout, grading, utility design, erosion control, regulatory approvals etc.
- Project management and supervision skills
- Strong communication and interpersonal skills

- License of professional engineer
- B.Tech/B.E in Civil Engineering

Construction Engineer

PPT Engineer's responsibilities of Construction Supervision and Quality Control Consultancy:

1. Site Handover and Preparation

- The Consultant shall hold and preside over a kick-off meeting with the Client and Contractor(s).
- The consultant shall issue handover notice of the site to the Contractor(s) as per the general conditions of contract in coordination with the Client.
- Check and approve the Contractor(s) construction/ shop drawings in coordination with the Client.
- Review and approve the construction layout plan including the Contractors' base camp, laboratory, and other facilities and help establish the project construction details within the site as per the working drawings.
- Prepare a detailed Construction Supervision and Quality Control Plan for client's approval and perform quality control of contractors/ suppliers works, such as set out survey and measurement, field and laboratory tests, foundation excavation works, structural concrete work, erection of steelwork, tec. Review and prepare as required "Health & Safety Plan" and "Environmental and Social Management Plan" and monitor contractors' compliance with the Plans/ regulations.

2. Review of Contractor(s)' Implementation Schedule

- The Consultant should carry out a thorough review of the Contractors and suppliers' proposed implementation schedule and prepare a Consolidated Program in coordination with the Client. Interrelations between the various activities, including compatibility between civil and mechanical/electrical works, shall be carefully reviewed particularly with respect to time schedule, commencement and completion dates to prevent possible delays and disruptions. At the end of this procedure, an agreed implementation schedule should be provided by the contractor(s) to the satisfaction of all parties.

3. Supervision of Construction Works

- The Consultant should provide the necessary supervisory staff to be employed during the period of implementation in executive and supervisory capacities in respect of the construction contracts. The Consultant will be delegated with all normal duties and powers of the "Engineer" for the implementation of the project.
- It will be the responsibility of the Consultant to supervise all operations on behalf of the Client and to ensure that the work of the Contractor(s) is carried out in a

proper workmanship and expeditious manner and in accordance with the contract documents.

- The Consultant will, in coordination with the Client; check, approve, reject and record, as per the technical specifications, as the case may be, inter alia, the following:
 - Contractor(s)' construction plant and equipment;
 - Material of construction;
 - Testing procedures and results;
 - Construction of site works: concrete structures, steel structures, finishing, mechanical & electrical works and other utilities as required;
 - Manufacturing, installation, tests, initial operation and preparation for commissioning of electrical mechanical equipment
- Review and approve all submittals, including method statements, construction/shop drawings, etc. submitted by the Contractors / suppliers for permanent and temporary works, formwork, etc. to ensure conformity with construction contracts and that the work can be carried out safely and in accordance with recognized and accepted practices.
- Assess any design modifications that may become necessary during contracts execution, and propose technically acceptable modifications, or assess and approve contractor(s) / supplier(s) proposals in consultation with the client.
- Monitor any emergency and unsafe conditions and report to the client for speedy response / remedial actions.
- Upon the occurrence of unforeseen circumstances, which in the opinion of the Consultants are susceptible to cause modifications to the nature and/or cost of the works and the construction program, the Consultants shall prepare and submit promptly special reports, suggesting solutions, etc.
- Monitor contractor's compliance with the specific provisions of the Construction Environmental and Social Management Plan, Occupational Health and Safety provisions, relevant national legal obligations and specific contractual provisions.

4. Issue of Instructions to the Contractor(s)

- These services will relate to the fulfillment of the contractor(s) duties from drawing up and approval of the work program till the completion of works. The services will include issuing field instructions in writing as required relating to:
 - Quality of materials used in the works
 - Equipment and methods of construction
 - Supervision, checking and testing of works carried out
 - Clarification of drawings and specifications
 - Progress of works to ensure that the work program is adhered to
- The Consultant shall not give any instructions which are likely to increase the cost of works without the prior approval of the Client.

5. Advice to the Client on Progress of Works

- It is of utmost importance that the progress of the Works, including timely manufacturing and delivery of mechanical equipment, be in accordance with the programmed implementation schedule since the timely implementation of the project necessitates the strict adherence to the approved timetable. The Consultant will keep the Client advised continuously as to work progress. If any deviation from the implementation schedule occurs, the Consultant will inform the Client about the necessary measures to be taken to avoid/ minimize delays in the overall project implementation schedule. The Consultant will also assess and approve modification proposals in the construction program and time schedule as required or suitable in consultation with the client.

6. Inspection and Testing of Works

- At all stages of implementation, the consultant shall carry out regular inspection of materials and workmanship and acceptance tests on his own cost to ensure compliance with the specifications. Where work on site at any time during the implementation does not meet the requirements of the specifications, it shall be removed or rectified.
- Carry out inspection at time of substantial completion of the works and arrange, for issue of the Initial Hand-Over Certificate in coordination with the Client.
- Undertake periodic inspections during the Defects Liability Period and notify the Client and Contractor of any defect on the construction works, and supervising their repair. Following the expiry of the Defects Liability period, arrange for issuing the Final Hand-Over Certificate in coordination with Client.

7. Approval of Payment Certificates

- The consultant shall, in parallel with the Contractor(s), make field measurements of all works done, which will be required for checking and certifying the Contractor(s) Interim payment Certificates.
- Prepare and issue the Certificate of Payment for draft statement of accounts and for final statement of accounts.
- The Consultant shall keep the appropriate register of works whose format will be elaborated by the Consultants and agreed by the Supervisor.

Signature:

Employee Name:

Date: