Job Description of Engineer (Civil / Hydropower) (Level-7):

i. Assist Project Manager (PM) to monitor the day-to-day works of Consultant/ Contractor.
ii. Review design, bill of quantities and cost estimate of civil works.
iii. Review and design of civil components of Hydropower and other infrastructure / facilities.
iv. Assist PM to review drawings as well as in planning and scheduling of the project.
v. Assist PM / Contract Unit (CU) to check & verify the Contractor's payment statements.
vi. Assist the PM to coordinate with the Consultant in regards to assurance of construction quality, time and cost control.
vii. Prepare drawings, reports and other works as assigned by PM.
viii. Assist PM to monitor daily, weekly, monthly plan with project plan.
ix. Assist PM to carryout periodic quality checks as required.
x. Support PM/ CU to prepare the tender/ contract documents and its evaluation for the procurement of works, goods and services.
xi. Support PM/ CU to analyze the claims, variations, extension of time etc.
xii. Review the project interface in the implementation schedule submitted by the Consultant and suggest appropriate measures for correction, if required.
xiii. Assist PM to conduct meetings with all project parties in a regular manner.
xiv. Assist PM to ensure "As Built Drawings" prepared and well documented.
xv. Assist PM for progress report preparation.
xvi. Ensure reliability of progress report submitted by the Consultant/ Contractor.
xvii. Assist PM to carryout EIA/ IEE, licensing works *(Obtain/Renewal/Update)*, Connection agreement, PPA and other regulatory works with Line Agencies.
xviii. Interact and assist same/other divisions of the organization from time to time as per requirement.
xix. Perform any other duties as assigned by the Company.