

# Job Description

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Human Resources



## Project Construction Engineer/Architect

**Reporting to:** Project Construction Manager  
**Department:** Project Management  
**Division:** Operations  
**Project/Location:** Project Site  
**Rank:** Rank and File/Supervisory

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### MAJOR RESPONSIBILITIES

1. Collaborate with architects, clients, and other stakeholders to understand project requirements and develop construction plans and designs.
2. Prepare cost estimates, budget plans, and project schedules based on the proposed designs and construction requirements.
3. Identify and source construction materials, equipment, and subcontractors needed for the project, ensuring compliance with specifications and quality standards.
4. Monitor and inspect construction activities, ensuring adherence to design plans, codes, and regulations. Address any technical issues or challenges that arise during the construction process.
5. Implement quality control procedures to ensure the construction work meets the required standards and specifications.
6. Identify potential risks and develop contingency plans to mitigate them. Monitor safety procedures and enforce compliance with health and safety regulations on the construction site.
7. Ensure compliance with local building regulations, codes, and zoning requirements in the design process.
8. Maintain detailed project documentation, including progress reports, change orders, and project correspondence.
9. Coordinate with contractors and other project team members to ensure effective communication and collaboration throughout the construction process.
10. Regularly communicate with clients to provide updates on project progress, address any concerns or issues, and ensure client satisfaction.
11. Oversee project closeout activities, including final inspections, documentation, and handover of the completed project to the client.
12. Collaborate with project managers and other stakeholders to monitor project progress, budget, and schedule, making necessary adjustments as needed.

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## KEY PERFORMANCE INDICATORS

- 1. Ability to adhere to project timelines and deliver projects on time. It assesses whether you can effectively plan, coordinate, and manage construction activities to meet established deadlines.**
- 2. Ability to manage project budgets and control costs. It measures your performance in controlling expenses, minimizing cost overruns, and delivering projects within budget.**
- 3. Effectiveness in ensuring the quality of construction work. It assesses your ability to implement and maintain quality control processes, meet quality standards and specifications, and deliver projects of high quality.**
- 4. Commitment to maintaining a safe working environment. It assesses your ability to implement and enforce safety protocols, prevent accidents and injuries, and maintain a high level of safety compliance on construction sites.**
- 5. Ability to manage relationships with project stakeholders, including clients, contractors, and team members. It measures satisfaction levels through feedback, surveys, or other means to gauge how well you meet stakeholder expectations and maintain positive relationships.**
- 6. Ability to effectively communicate project goals, plans, and progress with team members, stakeholders, and other relevant parties. It also assesses your ability to foster collaboration among project teams and stakeholders.**
- 7. Ability to handle change orders efficiently. It measures your effectiveness in managing changes to project scope, evaluating their impact on schedule and budget, and minimizing the negative effects of change orders on project performance.**
- 8. Ability to lead and manage your project team. It measures team productivity, performance, and morale. It also evaluates your effectiveness in resolving conflicts, motivating team members, and fostering a positive work environment.**
- 9. Ability to manage client relationships and satisfaction (CSAT). It measures your responsiveness to client needs, your ability to address their concerns, and your overall client satisfaction levels.**
- 10. Performance during internal and external audits, including compliance with procedures, accurate documentation, and timely response to audit findings especially in relation to ISO 9001:2015 and ISO 45001:2015.**

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## QUALIFICATION AND COMPETENCY REQUIREMENTS

### MINIMUM EDUCATION and EXPERIENCE

1. Must possess a bachelor's degree in civil engineering/mechanical engineering/electrical engineering/architecture.
2. Must have at least 2 years of relevant work experience.

### KNOWLEDGE

1. Should have a strong understanding of construction methodologies, processes, and techniques. This includes knowledge of various construction systems, materials, and technologies.
2. Familiarity with local building codes, regulations, and industry standards is essential for ensuring compliance and adherence to legal requirements throughout the construction project.
3. A solid knowledge of project management principles is necessary for effectively planning, organizing, and executing construction projects. This includes understanding project phases, scheduling, budgeting, risk management, and quality control.
4. Knowledge of contract administration and management is important for handling contractual agreements, change orders, and ensuring that all parties involved in the project adhere to the terms and conditions.

### SKILLS

1. Excellent communication skills, both written and verbal, are crucial for effective communication with stakeholders, team members, clients, and subcontractors. Skilled in collaboration, fostering teamwork and maintaining positive relationships with all involved parties.
2. Strong problem-solving skills to identify issues, evaluate alternatives, and make informed decisions promptly to keep the project on track.
3. A strong financial acumen is necessary to manage project budgets, estimate costs, track expenses, and implement cost-control measures throughout the project lifecycle.

### ATTRIBUTES

1. Excellent organizational skills to manage multiple tasks, prioritize activities, and ensure that project milestones and deadlines are met.
2. Meticulous attention to detail to ensure that all aspects of the project, including specifications, quality standards, and safety protocols, are properly addressed and implemented.
3. Effective time management is crucial for meeting project deadlines and maintaining project schedules.
4. Adaptable and resilient to effectively respond to unexpected challenges, adjust plans accordingly, and keep the project moving forward.