

## Role Dossier for Engineer Planning

Designation: Engineer Planning

Department: Civil

Reporting to: Project Manager

Job Location: Site

### **JOB RESPONSIBILITIES**

- Planning and monitoring of projects from head office.
- Planning including methodology preparation, output of planned machinery and man power, shuttering system, alternate and economic ways of execution.
- Preparation of zero cost analysis, monthly budgets and cash flow statements, revised cost to complete.
- Planning mobilization of manpower material and machinery.
- Co-ordination with site management and resolving various issues of project implementation with cost parameters.
- Reviewing cost center reports and reporting to the management.
- Site inspection, co-ordination with the sub-contractors, suppliers and transporters, checking material consumption and reporting to higher authorities.
- Preparation of review reports and submitting the same to the management.
- Ensuring timely completion of projects, quality, safety and profits.
- Co-ordination with purchase department, mechanical and finance departments.
- Organizing meetings with clients and consultants.
- Assisting for claims.
- Scheduling of various activities as per agreement.
- Monitoring of projects and identifying the deviations.
- Planning and allocation of resources in an efficient way.
- Review and submission of all reports to the management.
- Responsible for rectifying and solving the Consultant and Client Requirement of Site Inspection Activities.
- Responsible for preparation and maintenance of inspection plan and work-related procedures. Participating during inspection and testing.
- Maintained good communications with others discipline supervisors to ensure no interface problems occur.
- Preparing Cost Estimates in accordance with design drawings and specification.

- Drawn up detailed project plan, cost estimates, cost-benefit analysis to ascertain technical and commercial viability with accountability of getting the work executed as per the drawings.
- Formulated plan to ensure effective construction management, including the control of site progress, resolutions of site problems, control of site meetings etc.
- Interacted with consultants regarding design / drawing, Quality, progress and with architects for smooth coordination.
- Defined technical specifications of materials/ equipment and delineating lucidly the scope of project.
- Preparation and submission of MIS report for client, client representative and management.
- To draft, prepare the work order as per approved budget for every sub-contractor in consultation with PM
- To provide Quarterly/half yearly/annually Projections to Management regarding resources, billing, cash flow etc.
- MS –Projects knowledge is a must.
- To cross check certain bills with regards to Manpower Cost vs. Actual Work performed at Site.
- To ensure proper document archiving and document control at site.
- To maintain record of Client Correspondence.

**Issued by,**

**Received by,**

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**Human Resources**

**Employee**