

Role Dossier for Jr./Site Engineer

Designation: Jr./Site Engineer

Department: Civil

Reporting to: Project Manager

Job Location: Site

JOB RESPONSIBILITIES

- Report to Dy. PM/Sr. Engineer regarding work schedule and progress report
- Prepare daily progress and manpower report
- Prepare steel cutting schedule also volume of concrete
- Maintain quality in work & also avoid rework.
- Take all joint measurement records which are necessary to our client bill
- Reconciliation of steel and dry materials aggregate, sand etc...
- Sound knowledge in all finishing activity, block work, plastering tiles plumbing, fighter fighting.
- Prepare labor and contractor bill in required time
- Take all leveling details for client bill
- Prepare check list and concrete pour card
- Knowledge of safety must, also tool box talk, safety induction training.

Issued by,

Received by,

Human Resources

Employee