

JOB DESCRIPTION

Job Title	Manager /Senior Manager - Civil & Architecture.
Division / Department / Function	Projects
Approved By (Immediate Supervisor)	General Manager - Construction

1. JOB PURPOSE

<ul style="list-style-type: none"> • Thorough review of documents, submissions and the supervision of works, monitor and record the activities and deliverables of the Contractor and assist the Lead Manager in administering the Contract to ensure the finished works meets the Employer’s Requirements. • Review all Architectural drawing with structural /MEP drawing and address all issues to design department and get it executed . • Review all finishing items/modifications/specifications in existing areas and get it executed accordingly by the EPC contractor. • Review all working drawings of structural roof with roof sheeting/Façade details and their specifications and get it executed accordingly. • To ensure by means of constant supervision that all regulatory and specified compliances are being adhered to and any anticipated or observed non compliances are immediately brought to the notice of the Lead Manager.

2. PRINCIPAL ACCOUNTABILITIES

Accountabilities	Major Activities
<ul style="list-style-type: none"> • Compliance with Project HSE standards. • Project planning, integration and timely delivery • Monitoring and reporting of Deliverables. • Package Management- Design Review thru Project Delivery. • Project Cost and Timeline management • Project QA/QC effectiveness. • Technical evaluation of vendors and material. • Assistance in Contacting and procurement activities. • Assistance to Lead Manger in contract administration. 	<ol style="list-style-type: none"> 1. Ensure that all work activities are being carried out as per the approved HSE plan/methodology. 2. Manage and Monitor all site activities as per the project schedule and ensure integration of all related activities to the project schedule. 3. Maintain and oversee an adequate monitoring and reporting system ensuring generation of good quality work records. 4. Ensure timely review and response to all design and technical submissions from the contractor. 5. Assist in overall management of the project/projects with respect to time and cost; regular monitoring of possible or anticipated variations to the project baselines. 6. Ensure adherence to all project specifications and

	<p>standards.</p> <p>7. Assist in dispute resolution by regular co-ordination with stakeholders on site.</p> <p>8. Advise on material and vendor selection.</p> <p>9 .Assist procurement and design team in evaluation and selection of qualified bidders, tender processing and award to selected party.</p> <p>10. Assist & deputizes for lead Manager in his absence in progress reviews with contractors, designers, planners and other disciplines.</p> <p>11. Any other task as assigned by the lead Manager.</p>
	<ul style="list-style-type: none"> • Safety record on site; duration without accidents • Speed of implementation of corrective actions. • HSSE initiatives.
	<ul style="list-style-type: none"> • Efficiency in identifying possible variations to the project baseline with respect to scope, time and cost. • Timely response to contractor’s submissions. • Speed and accuracy of reporting. • Quality of records and documentation.
	<ul style="list-style-type: none"> • Awareness of QM procedures including change management & design revisions. • Speed of dispute resolution; effective interface co-ordination with stakeholders. • Quality of product delivered.

3. MAJOR CHALLENGES

To ensure HSE compliance on work sites within all quality parameters.
To ensure that finished product meets employer’s requirements; timely handover of facilities to the end user.
Effective co-ordination with all stakeholders so as to ensure seamless operation.

4. INTERACTIONS

Internal Interaction

All internal disciplines within the project team, EPC contractor.
Operations team, Safety and security team, landside traffic etc.

External Interactions

Contractors & Vendors.
External stakeholders like CISF, Regulatory agencies etc.

5. DIMENSIONS

Financial Dimensions

<ul style="list-style-type: none"> ▪ Exposure to major projects in terms of project cost in key positions (more than 100 crores).
--

Other Dimensions

- Exposure to projects having multidisciplinary function.
- Exposure to Airport Projects.

6. SKILLS AND KNOWLEDGE –

- Basic understanding and exposure to Project Management principles and QA procedures, followed in major projects.
- Exposure to managerial cadre for at least 2yrs.
- Exposure to heavy Structural fabrication for unconventional Roof and Methodologies of Erection .
- Good knowledge about IS codes /quality parameters for Structure works, RCC, Pavements etc.
- MS project ,MS office, AutoCAD.
- Able to deal with EPC contractor.
- Raise RFI, Develop method statements. Work sequence, Follow quality control Procedures etc.

Educational Qualifications

- B.E./B. Tech from a recognized institute/University.
- Post Graduate Diploma in Construction Management. (is desirable not a must)

Relevant and total years of Experience

- 12-15 years of work experience with at least 2-3 years on Airport Projects.
- Must have handled at least one project in similar capacity.