

Job Description

Position Title	Senior Site Engineer, Civil
Department	Infrastructure Planning and Development - IPD
Reporting To	Project Manager
Type of Position	Contractual – 1 Year

POSITION DESCRIPTION

Senior Site Engineer (**Civil**) oversees day-to-day construction operations, ensuring projects are executed according to engineering specifications, safety standards, timelines, and budget constraints. This role sits directly at the intersection of technical design execution, on-site labor management, and project reporting.

DUTIES AND RESPONSIBILITIES

- ✓ Execute and supervise civil works including earthworks, concrete works, structural works, finishing works and infrastructure works.
- ✓ Review approved IFC drawings, shop drawings, method statements and BOQs before execution.
- ✓ Plan daily and weekly site activities in coordination with planning and QA/QC teams.
- ✓ Ensure work is carried out as per approved drawings, specifications and contract requirements.
- ✓ Coordinate with consultants, subcontractors, suppliers and site supervisors.
- ✓ Monitor productivity and report progress to the Project Manager.
- ✓ Ensure compliance with HSE policies, safety plans and site regulations.
- ✓ Identify site issues, clashes or discrepancies and propose technical solutions.
- ✓ Verify measurements and assist in preparation of IPC / running bills.
- ✓ Maintain site records, daily reports, material consumption logs and as-built drawings.
- ✓ Ensure works are carried out as per drawings, specifications, and instructions.
- ✓ Manage labor, foremen and subcontractor crews.
- ✓ Ensure proper use of tools, machinery and materials.
- ✓ Maintain daily progress reports and manpower records.
- ✓ Custodian of land boundaries and its physical requirements as well as, log records of survey results.
- ✓ Develop Contour maps and land reports.
- ✓ Ability to prepare Cut & Fill profiles; X-section and profiles for all Dams, infrastructure, external development and Buildings.
- ✓ Well versed and able to lead latest surveying techniques (UTM) based on drone survey, GIS and physical survey (Total station, theodolite etc.).
- ✓ Main point of Contact with respect to site land requirements with Consultants, Contractors and in-house departments.
- ✓ Quality Assurance/Quality Control of Surveys done by Consultants, Contractors etc.
- ✓ Assist in development of Engineers Estimates and internal budgets related to Earth works, substructure and superstructure works.
- ✓ Able to review and verify IPCs of all physical execution done at site based on approved finish levels, roads levels and benchmark level.
- ✓ Ensure housekeeping and orderly site conditions.
- ✓ Able to undertake all estimation and surveying needs based on latest software's.

 Verified By (For HR Only)

 Line Manager (If Any)

 Head of the Department

- ✓ Address all other tasks related to technical coordination and allied services as directed by the Project Director.

REQUIRED JOB SPECIFICATIONS

Key Qualifications & Experience:	✓ Education: Bachelor's degree in Civil Engineering (B.E. / B.S. Civil) from a recognized university. ✓ Experience: 5 to 8+ years of direct site supervision experience in residential, commercial, industrial, or infrastructure projects. ✓ Technical Skills: Proficiency in reading structural & architectural CAD drawings. ✓ Familiarity with construction management software (AutoCAD, MS Project, Primavera P6 basic knowledge). ✓ Knowledge of local building codes, concrete technology, and structural testing standard protocols. ✓ Soft Skills: Strong leadership, site conflict resolution, clear communication, and multi-tasking under aggressive project deadlines.
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REQUIRED JOB COMPETENCIES (Technical and Soft Skills)

<i>S#</i>	<i>Competency</i>	<i>Criticality (High / Low / Medium)</i>
1	Negotiations and Budgeting	High
2.	Conflict resolution	Medium
3.	Decision-making	High
4.	Organizational skills	High
5.	Time management skills	High
6.	Negotiations and Budgeting	High

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