



INDIAN INSTITUTE OF MANAGEMENT AHMEDABAD

Requires

Senior Engineer – Civil

IIMA's Construction Division is looking for a young and dynamic Senior Engineer (Civil). The job description of this middle management position is as follows.

Job Profile:

- To perform, supervise, and coordinate professional civil or structural engineering work.
- Responsible for managing minor and major works/projects, and for supervising subordinate engineering staff performing several projects.
- General maintenance of the campus

Job Functions (in short, not exhaustive):

Essential Functions (General):

1. Plan, assign, train, instruct, assist, supervise, and evaluate the work of professional and technical staff.
2. Prepare technical and engineering correspondence and reports.
3. Provide technical expertise on matters pertaining to policies, procedures, practices, standards.
4. Recommend selection and fee negotiations to provide competent, cost effective consultants.
5. Plan, organize, direct and control resources assigned to best accomplish the assigned functions within budget and at maximum effectiveness.
6. Enforce the appropriate Institute Policies.
7. Prepare engineering documents including contract proposals, material lists etc. variety of works/projects.
8. Review and check drawings, calculations, contractors' shop drawings, and engineering drawings for construction, repair, and maintenance projects.
9. Review proposed projects to ensure compliance with regulatory requirements.
10. Coordinate drawings with mechanical and electrical components.
11. Direct field crews engaged in a variety of engineering construction, maintenance, and repair activities on service contracts and projects.
12. Examine and check building plans and specifications for compliance with various codes and regulations to assure good construction practices and to determine errors in design or construction.
13. Provide guidance to technical or junior staff on code compliance matters.
14. Act as a liaison between the IIMA and other statutory authorities
15. Provide responsive, high quality service to IIMA community and representatives of outside agencies by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

Construction Management:

1. Review, check and approve site Engineer's reports, progress pay estimates, contract change orders, and other documents related to construction contracts.
2. Perform independent quality assurance (Q/A) review of contractor's work as per the contract.
3. Coordinate and perform constructability reviews of plans and specifications for future construction projects.

4. Investigate the merit of contractors' requests for additional compensation for contract change orders, disputed items and claims. Investigate, analyze and negotiate contractor's claims.
5. Coordinate and participate in dispute review, mediation and arbitration processes.
6. Promote safety, conduct and document safety meetings with all staff.
7. Administer construction contracts and purchase orders including initiation, investigation, negotiation and contract change orders.
8. Conduct pre-construction conference(s) and coordinate the start of works.
9. Inspect work in progress for quality assurance and adherence to contract plans and specifications; interpret plans and specifications to contractors.
10. Coordinate and oversee sampling and testing of materials incorporated into the work.
11. Monitor, verify, make field measurements, prepare quantity calculations, and prepare progress payment sheets for various items of work and change orders for purposes of authorizing payments.
12. Initiate, prepare, organize and maintain a record of required project diaries, work inspection reports, weekly statement of working days, correspondence, and progress photos. Also, maintain and organize required project diaries, pay authorizations, correspondence, and other required project documentation.

Knowledge & skills:

- Planning, Quantity survey, Estimation, site supervision & billing
- Complete Project Management.
- Knowledge of CPM/PERT is must.
- Use of computer software like MS office, MS Projects/Project Management Software

Desirable Traits:

- Leadership, Communicates Effectively, Knowledge Worker, Holds Self and Others Accountable, Problem Solving and Innovation, Demonstrates Ethical Behaviour, Leverages Resources (Coaches and Develops), Drives to Excel, Maximizes Team Effectiveness, Supportive of Change and an eye for detail

Qualification, Experience & Skill Requirements:

- The candidate should possess full time Diploma in Civil plus Degree in Civil Engineering OR full time Degree in Civil Engineering.
- Minimum ten (10) years of experience in Civil/Construction field for full time degree candidates and minimum twelve (12) years of experience for Diploma plus Degree candidates.
- Candidate should be serving in the 6th CPC - GP 5400 or above OR drawing equivalent pay in private sector (Approx. Rs.50,000 per month).
- Supervisory experience in planning, directing, coordinating, and evaluating the campus/township civil works related development & maintenance is highly desirable.

Age: Max. 50 years as on the last date of application. Government of India instructions on reservation will be followed.

Reporting to: The selected person will report to the Chief Manager (Eng.Ser.& Estate).

Salary & Allowances: Selected candidate will be offered a fixed term appointment initially for a period of three years on a consolidated monthly salary on CTC mode. The contract may be extended further as per the mutual convenience. During the contract period or after the successful completion of the contract, if the performance of the candidate is found satisfactory and Institute is in need of such position, Institute may confirm the candidate in a suitable pay scale with or without further probation, depending on duration of earlier contract and performance.

Interested candidates are advised to **APPLY ONLINE** latest by **June 28, 2017**.

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