

# RA International - Job Description Form



<b>PERSONAL DETAILS</b>	JOB HOLDER: JOB TITLE LOCATION:	Site Engineer (Civil)	ID NUMBER: D.O.J: DATE REVIEWED: NEXT REVIEW:	
	REPORTING TO:	Construction - HOD		
	LIAISON WITH:			
<b>JOB PROFILE</b>	JOB PURPOSE	The Site Engineer will be responsible for technical engineering, engineering design and review, standards, survey work, inspections and other engineering software applications under the supervision of Construction-HOD maintaining standard industry design principles.		
	KPI's	To be agreed with Line Manager		
	MAIN JOB ACCOUNTABILITIES & EXPECTATIONS	<ul style="list-style-type: none"> <li>▪ Perform construction administration services for various MEP projects including reviewing shop drawings, construction schedules, pay requests, attending project meetings, preparing/negotiating change orders, confirming permit compliance, reviewing acceptance testing reports, and coordinating project close-out.</li> <li>▪ Manage design budgets and schedules to ensure that projects are completed on time and within the estimated scope and fee.</li> <li>▪ Plan, organize and direct activities concerned with the construction &amp; maintenance of structures, facilities and systems.</li> <li>▪ Resource allocation.</li> <li>▪ Research and advise on the best engineering solution to meet with client's needs and budget</li> <li>▪ Produce detailed designs and documentation for the construction and implementation of civil engineering projects.</li> <li>▪ Supervises, trains and evaluates Civil Engineers; assists in hiring and evaluating employees.</li> <li>▪ Prepare engineering calculations required for the design of projects and supervise the drafting.</li> <li>▪ Provides design data for surveying, and engineering applications using Auto CAD; Pavement Management; word processing; spread sheet and Geographic Information Systems (GIS); uses appropriate computer hardware; responsible for the data input and surveys, engineering drawing.</li> <li>▪ Provides technical assistance and consults with other departments regarding engineering</li> <li>▪ Functions, site development, drainage, and all other MEP functions.</li> <li>▪ Coordinate and direct research development and testing of materials, processes or systems related to civil engineering</li> </ul>		

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		<p>works.</p> <ul style="list-style-type: none"> <li>Supervise the testing and commissioning of completed works.</li> <li>Analyse and interpret reports on loading, labour, productivity, quality, materials and performance.</li> <li>Performs related duties and responsibilities as required.</li> <li>Bid support.</li> </ul>		
	REQUIRED SKILLS	<ul style="list-style-type: none"> <li>Strong interpersonal skills and ability to establish &amp; maintain effective partnerships and working relationships with people in multi-cultural, multi-ethnic environment with sensitivity &amp; respect of diversity.</li> <li>Ability to effectively communicate orally and in writing in English for reports and all other correspondence.</li> <li>Auto CAD experience required.</li> <li>Solid Civil/building construction experience and related infrastructure (roads &amp; related works, earthworks &amp; landscaping, retaining walls &amp; environmental improvements).</li> <li>Superior understanding of sewer collection and water distribution system design, pressure pipe design, pump station design, and hydraulic modelling.</li> <li>Strong Analytical and problem solving skills.</li> <li>Ability to read blueprints, floor plans and design data.</li> <li>Ability to read and interpret Industry standard regulations.</li> </ul>		
JOB SPECIFICATION	PREFERRED QUALIFICATION & EXPERIENCE	<ul style="list-style-type: none"> <li>Bachelor's degree in civil engineering is required or related Engineering field.</li> <li>Engineer with at least 10 years' work experience with extensive MEP experience.</li> <li>Proficient with Microsoft Word, Excel, Outlook.</li> <li>Experience with AutoCAD, Water/Sewer CAD, and hydraulic modelling.</li> <li>Experience with projects above \$ 2 million.</li> <li>Experience with supervision of 100 plus staff.</li> <li>Experience in Africa is a must.</li> </ul>		
SIGNATURES	EMPLOYEE		DATE	
	LINE MANAGER			
	COUNTRY MANAGER			
	HRD			