

GPL-POJ-JMB/6	OUTPUT FOCUS JOB DESCRIPTION		PROJECTS MANAGEMENT DEPARTMENT
Position: Projects Engineer - Civil	Grade: JM:B	Incumbent:	Reports To:Projects Management Manager
Manages:Nil			

JOB PURPOSE: Responsible for administrative and technical functions associated with the position as it relates to the specific projects being executed by the Department.

KEY OUTPUTS:

1. Monthly reports on project status
2. Tender documents for projects
3. Contract documents for projects
4. Validation of Drawings
5. Certification of Documents for Payment

KEY RESPONSIBILITY AREAS:

1. Prepare and/or supervise preparation of all civil designs and Specifications for civil work to be executed.
2. Validate all civil designs, drawings and specifications prepared by Contractors.
3. Monitor all civil works being executed and certify payments where necessary during execution of these works.
4. Prepare bid/contract documents for inviting tenders for civil works.
5. Assist in the evaluation of such tenders and making recommendations thereon.
6. Advise the Project Manager on improved techniques, programmes and technical standards pertinent to all civil works being executed.
7. Advise the Project Manager on changes being implemented in the scope of work during the contract execution, and the variations arising there from.
8. Ensure that accurate construction records are properly maintained, including “As built” drawings.
9. Represent the Project Manager at formal meetings when necessary.
10. Maintain a daily/weekly reporting system for the briefing of the Project Manager
11. Drive the Company’s vehicles as required (provided being a licensed driver).

Required Competencies

Core/ Leadership	Skill Level & Importance		Description/Behaviours
Adaptability and Managing Change	H	2	<ul style="list-style-type: none"> ➤ Takes personal responsibility for putting new knowledge or skill to practical and/or innovative use on the job ➤ Takes steps to learn about the change ➤ Works well with new and diverse individuals or groups ➤ Takes pride in achieving a smooth implementation of change by looking for solutions and making decisions with the change initiative in mind. ➤ Regularly attempts to add value during change implementation.
Applying Learning	H	2	<ul style="list-style-type: none"> ➤ Applies acquired knowledge quickly and appropriately on the job. ➤ Improves skill through practice and application. ➤ Creates opportunities to share new knowledge with others. ➤ Puts new knowledge, understanding, or skill to practical and /or innovative use on the job.
Communication	H	2	<ul style="list-style-type: none"> ➤ Elicits ideas, comments or feedback on what has been said. ➤ Asks questions to clarify and confirm information to ensure common understanding. ➤ Recognizes others immediate feelings and emotions and responds in ways that communicates clear understanding. ➤ Listens responsively and takes actions to persuade.

Decision-Making	H	2	<ul style="list-style-type: none"> ➤ Applies guidelines and procedures that require some interpretation when dealing with exceptions. ➤ Makes appropriate independent decisions in non-routine situations. ➤ Considers the risks and consequences of action and decisions. ➤ Focuses on innovative rather than ordinary solutions to problems. ➤ Monitors impact and effectiveness of decisions.
Results Oriented	H	3	<ul style="list-style-type: none"> ➤ Tackles difficult problems and takes personal responsibility for reaching solutions. ➤ Sees obstacles as challenges and develops innovative strategies to overcome them. ➤ Strives for continuous improvement and creative solutions. ➤ Sets challenging goals and objectives and measures performance against these. ➤ Demonstrates the ability to use corporate resources and expertise to achieve desired results.
Teamwork	H	3	<ul style="list-style-type: none"> ➤ Proactively solicits ideas and opinions and shares information and learning with others. ➤ Addresses conflicts or issues within the team in a positive and open manner. ➤ Provides clear feedback to team members. ➤ Uses understanding of different interests and agendas to achieve positive outcomes. ➤ Engages others in collaborative problem-solving, encouraging them to share their ideas and opinions. ➤ Is open, sincere, and empathetic in dealing with all individuals and in all circumstances.

Technical/ Functional Competencies

Technical/Functional	Skill Level B, W, A,E	I,II,III,IV
Use of Auto CAD	A	II
Organizing and co-ordinating skills	A	II
Ability to analyze, develop, establish and maintain efficient office work flow and administrative process	A	II
Be conversant with relevant law, and regulations of Guyana and GPL policies and rules	W	II
Be conversant with the Safety Act and GPL Safety Handbook	W	II
Conversant with ISO 9001 Quality Management System	W	II
Employee Development and Performance Management Skills	W	II
Project planning and implementation skills	W	II
Ability to communicate effectively	W	II

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

1. A Bachelor of Science Degree in Civil Engineering with three (3) years relevant experience.
- OR
2. Diploma in Civil Engineer with five (5) years relevant experience



- 3. **Alternatively:** Fifteen (15) years relevant experience

This document is validated as an accurate and true description of the job as signified above.

Employee Sign Date

Supervisor Sign Date

Head of Department/Division Sign Date

Date received in Human Resource Division

Date Created/revised