

Job Description

JOB TITLE: Senior Project Engineer

JOB PURPOSE:

The incumbent is required to support the operations of the Construction Company Limited, through Planning to Construction, to help the Construction Company Limited achieve its mandate.

WORKING RELATIONSHIPS:

- Reports to the General Manager – Construction Company Limited.
- Works closely with internal and external stakeholders.

MAJOR DUTIES & RESPONSIBILITIES:

- Strategic & Transformational Role:
 - Designs, develops and implements policies, procedures and processes to improve company quality standards and operational strategies
 - Conducts data analysis to develop and implement a successful Quality Management System to improve the quality of the Company's products and services
 - Develops and implements a successful Contractor Evaluation System for the Company's Housing Programme
 - Manages the Company's lessons learnt to ensure continual improvements over time
 - Develops and implements communication strategy to ensure policy requirements are communicated to the Company
 - Develops and maintains effective working relationships with relevant stakeholders.

- Operations Oversight Role:

- Manages the Company's Housing Programme, from Planning to Construction, including resolution of potential issues
- Oversees, assesses, and implements policies, procedures and processes to identify and resolve Company issues, and ensure alignment with the relevant, standards, codes, specifications and practices.
- Maintains the Quality Management and Contractor Performance Evaluation systems.
- Develops and submits templates, reports, memorandums, Board Notes, Cabinet Notes etc. in accordance with industry best practice and Company's requirements.
- Conducts site visits and confers with team members and other stakeholders to ensure alignment with the relevant, standards, codes, specifications and practices.
- Performs project management duties, as required, with respect to the Company's Housing Programme
- Performs any other related duties and responsibilities consistent with the job title/position.

Leadership/Relationship Role:

- Assists in conducting training and awareness sessions of the Quality Management and Contractor Performance Evaluation requirements of the Company to employees and stakeholders
- Provides coaching and mentoring to relevant employees of the department.
- Communicates and oversees corrective action of employees and stakeholders to ensure that standards are met.
- Prepares and submits monthly reports in accordance with the Corporation's requirements.

Corporate Service Responsibility/Public Trust/Compliance/Risk:

- Promotes and supports company policies, procedures, mission, values, and standards of ethics and integrity.
- Identifies operational and reputational risks and develops/implements mitigation measures to address issues identified.
- Performs any other related duties and responsibilities consistent with the job title/position.

REPORTING REQUIREMENTS:

- Monthly Progress Report
- Policies, Procedures, Strategies and Systems
- Templates, reports, memorandums, Board Notes, Cabinet Notes etc.
- Lessons learnt

QUALIFICATIONS AND EXPERIENCE:

- Bachelor's Degree in Civil Engineering, Construction Management, Project Management or equivalent qualification in a related discipline;
- Master's Degree in Project Management or related Engineering discipline;
- FIDIC Training would be an asset;
- Seven (7) years in the field of Construction or Project Management with at least four (4) years supervisory and site management experience; or
- Equivalent combination of training and experience.

KNOWLEDGE AND SKILLS:

- Excellent knowledge of project & construction management, building standards, specifications, codes and health, safety and environmental requirements relevant to the Company.
- Excellent knowledge in Contract Management Systems.
- Excellent planning, organizational, analytical, reasoning, problem-solving skills.
- Ability to evaluate project progress and facilitate interventions.
- Detail oriented.
- Strong working ethics and ability to treat documents with confidentiality.
- Excellent communication skills (oral, written and interpersonal).
- Proficient in MS Office (Outlook, Word, Excel, PowerPoint).