

Job Description	
Designation	Civil Engineer
Department	Construction
Location	Roorkee Uttarakhand
Experience	3 -5 years
Salary Range	4-6 LPA
Qualification	Bachelor's degree/diploma in Civil Engineering

Key Responsibilities

1. Project Planning & Coordination: -

- Develop construction plan, manage project timelines, budgets, and work schedules.
- Oversee project planning and ensuring that all the construction activities are being completed within the timeline.
- Look after the project from starting to the handover (excavation, structure, finishing).

2. Construction Management: -

- Supervise on-site construction activities to ensure compliance with quality, safety, and regulatory standards.
- Manage subcontractors, suppliers, and labor, ensuring all resources are used efficiently.
- Conduct site inspections to monitor progress and resolve any issues that arise during construction.

3. Budget & Cost Management: -

- Prepare and manage project budgets, track expenses, and ensure cost control.
- Collaborate with the finance department to ensure the availability of funds for construction expenses and contractor payments.

4. Risk Management & Compliances: -

- Identify and mitigate risks related to construction, safety, and environmental compliance.
- Ensure adherence to local building codes, zoning laws, and health and safety regulations.
- Oversee the procurement of construction material, necessary permits and licenses for the project.

5. Liaison & Vendor Management:-

- Liaison with government agencies for necessary approvals and architects for drawings.
- Develop new vendors, contractors and coordination with existing ones to get the construction done efficiently.

6. Quality Assurance:-

- Implement quality control procedures to ensure that materials and construction practices meet established standards.
- Ensure that any defects or deficiencies are corrected promptly.
- Perform final inspections and handover of completed projects.

7. Documentation & Reporting: -

- Prepare and maintain comprehensive project documentation, including contracts, schedules, progress reports, and financial statements.
- Present project updates to management and clients through regular meetings and reports.

8. Technical & Soft Skills: -

- Proven experience in managing civil construction projects, preferably in the real estate sector.
- Strong knowledge of construction processes, building codes, safety regulations, and project management.
- Proficiency in project management tools e.g. MS Project and CAD software.
- Experience with large-scale real estate development projects (residential, commercial, or mixed-use).
- Knowledge of BOQ
- Familiarity with sustainable building practices and green certifications.
- Excellent communication, problem-solving, and leadership skills.
- Ability to manage multiple projects simultaneously and meet deadlines.