

S No.	Heads	Job Descriptions of Site Engineer
1	Progress	Recording the daily site progress in site diary and submit to reporting officer every day before leaving for the day.
2	Supervision	Site Supervision of civil work execution at functional / operational level.
3	Co - ordination	Checking the execution of all activities at site as per Drgs, instructions & maintaining Lines & levels etc. as per Drgs / check lists. Getting Cured, Marked Casting dates on concreted items.
		Co - ordination between site supervisors, foremen, mates and leaders of work group at operational level.
4	Planning / Scheduling	Keeping a daily & weekly programmed schedule copy in hand and getting the things done at site accordingly.
5	Reports	Reporting of all site works to Site In charge on daily basis.
		Taking progress, constraints, problematic areas and safety related photographs for DPR and making available to site in charge in time.
6	Drgs.	Execution as per Drgs in lines, levels, quality guide lines.
		Working out the quantities from Drgs with in 5 to 7 days of receipt of Drgs at site & submit to site in charge.
7	Reconciliation	Assisting the Project Manager in reconciliation of cement, steel & other construction chemicals.
8	Measurements / Billing	Measurement of daily work done items and recording the quantities to submit to Project Manager in site diary.
9	Quality	Organizing material testing, silt content, brick testing, cube testing, cement & steel timely to show PM, co - ordinating with client / contractor site team.
		Ensuring proper curing and marking the cast dates on concrete items by contractor's staff for this.
10	Safety	Reporting to site in charge on quality & site safety on immediate basis.
		Up dating the Project Manager on safety at site on the points mentioned in daily safety report.
11	Material Stock	Up dating the Project Manager on material stock as required in daily stock report.
12	General	Calculating the material consumption for cement, construction chemicals, admixtures etc. and reporting to PM.
		Up dating the Project Manager on Man Power & Machinery status in site - required v/s actual and P & M working conditions.
		Miscellaneous & other works - related to site as and when asked.
13	Code of Conduct	<u>Code of Conduct</u>
		Complaints from Client.
		Self discipline, punctuality & devotion towards duty.
		Protection and proper usage of company's assets.
		Positive Attitude towards entire Project Team, Cordial Relationship with all Project Associates, Seniors, Subordinates and Co - Workers.
		Ensuring Business Ethics and maintaining the secrecy of confidential information.
		Compliance with rules and policies of the company.
		Compliance with rules and policies of client.
Excellent Motivational, Leadership, Interpersonal, Communication, Cost Effective Operational, Presentation and Analytical skills.		