

JOB DESCRIPTION

PRINCIPAL ACCOUNTABILITIES

Major Accountabilities and Duties	Key Performance Indicators
<p><u>Project</u></p> <ol style="list-style-type: none"> 1. Complete Project Planning, costing and Contracting. 2. Ensuring Project Civil work execution as per schedule. 3. Contracts pricing and analysis. Contracts Negotiation & finalization Project Scheduling and execution accordingly. 4. Co ordinate with consultants for drags. Reviewing drags and comply operational requirements. 6. Cash Flow mgmt. 7. MIS management and project coordination 8. Procurement and sourcing. Looking after contactors billing 9. Leading a team of Project engineers for supervision and execution of whole project civil work. 10. Responsible for implementation of quality and safety standards during execution. <p><u>Maintenance</u></p> <ol style="list-style-type: none"> 1. Maintain structures by doing routine inspection & carry out necessary repairs. 2. Coordinate with concern for job scope, plant coordination, time line & cost estimate 3. Technical inputs to Procurement for material procurement & ARC finalization.. 4. Responsible for maintaining and updating the documents related to Civil infrastructure assets. 5. Technical inputs & discussion with consultants for finalization of specification. 6. Liaison with GIDC for drawings submission & approvals. 7. Ensure adherence to safety norms as per Internal/External standards. 	<p>Monitoring execution with Zero error, as per quality standard within define time limit. Execution with Zero Harm by keeping safety first</p>