

Terms of Reference for Civil Engineer, Petroleum Division

Position Title	:Civil Engineer
Grade	: 7
Pay and Allowances	: Nu 27,300-685-47,850(Basic Pay)+60% Contract Allowance on basic pay : Other Benefits: Other entitlements such as PBVA, Bonus are as per STCBL Service rules.
Type of Employment	: Contract
Reporting	: HOD, Petroleum Division
Qualification and Experience	: Civic Engineer with a minimum of 3 years work experience experience
Duties and responsibilities and accountability	<ul style="list-style-type: none"> • Responsible for timely completion of fuel retail outlets. • Management of stakeholders. • Any other responsibilities as assigned by the General Manager. • Preparation of the Tender documents. • Preparing and carrying out tendering process. • Prepare and implement plans, designs, drawings, estimates and specifications for infrastructure, equipment and materials; • Determine project responsibilities by identifying project phrases and elements and assigning personnel to phases and elements; • Interpretation of the drawing during construction. • Responsible for ensuring all BOQ, Drawing and technical specifications are correct. • Supervise and monitor the physical & financial progress against work plan. • Contracts management. • Monitor progress of works and ensure compliance with general requirements of engineering standards/practices including the environmental issues as applicable for the project. • Determine project schedule by studying project plan and specifications, calculating time requirements and sequencing project element. • Prepare project status and trend analysis reports and recommend actions. • Maintain project schedule by monitoring project progress, coordinating activities and resolving problems. • Maintain proper documentation. • Day to day monitoring of the project site to ensure all safety aspects. • Responsible for all technical issues and quality assurance • Ensuring safety in the work place, record & report accidents to the management. • Ensuring that the construction workers adhere to all safety norms. • Ensuring conduct of all periodical tests on time.

	<ul style="list-style-type: none">• Maintain safe and clean working environment by enforcing procedures, rules and regulation in line with labour and Employment Act of Bhutan and safety manual provisions.• Submitting timely proposals for any variation of works, extension of time, penalty fee, etc.as per the terms and condition of the contract agreement.• Bill verification and recording the measurement of works into the measurement book (MB)• Maintain documentation and record related to project• Conduct rate analysis when the variation exceeds limit and recommends to the management• Assume all obligation of the STCBL under the agreement that may be made and entered into with project owners• Any other responsibilities assigned by the management.
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