

**ORGANIZATIONAL CONTEXT**

<b>Job Title</b>	Projects Handover – Engineer level
<b>Job Code</b>	PWA title- Roads Operations & Maintenance Engineer
<b>Grade</b>	4
<b>Affairs</b>	Assets Affairs
<b>Department</b>	Roads O&M
<b>Section</b>	Network Improvement
<b>Team</b>	Handover
<b>Date last updated</b>	25 March 2014

**JOB CONTENT**

**Role Objective**

1. Assist in the management of the handing over of Assets from Construction into Maintenance, ensuring that all required Asset information is captured and integrated into the Departments Asset Management systems.
2. Review maintenance designs, requirements and ensure they are appropriate and meet the expected levels of technical excellence within Roads Operations & Maintenance.

**Job Roles & Responsibilities**

1. Undertake all works in accordance with the health safety and environmental standards to ensure compliance with all company and government legislation.
2. Assist in the development of Contract documentation for tendered projects as part of the Roads Operations & Maintenance team
3. Undertake Supervision of Contractors to ensure they are safe, to standard, to time and cost and in compliance with the requirements of the Contract
4. Supervise the development of all routine and preventative maintenance plans and programmes for roads projects.
5. Coordinate Ashghal's planned maintenance activities with external and internal departments and with all PMC companies to ensure Qatar Roads Maintenance Manual standards are met.
6. Implement the quality assurance and quality control for all activities undertaken to ensure all activities and projects meet the required contract standards
7. Utilises the IT systems, such as Enterprise Asset Management (EAM's) and the Works Ordering System for planned maintenance & asset management activities

**BEHAVIORAL SKILLS, KNOWLEDGE AND EXPERIENCE**

*(Knowledge and experience needed for the satisfactory performance of the job)*

**Educational & Experience:**

**Qualifications**

***Essential***

- First Level qualification in Civil Engineering discipline BSC BEng or equivalent
- IOSH Managing Safety (or equivalent)

**Technical Knowledge**

- Ability to work and understand the design and construction stages of large scale highway infrastructure projects
- Able to demonstrate use of a combination of general and specialist engineering knowledge and understanding of the operation of the roads being maintained
- Ability to demonstrate an understanding of the risks arising from asset operation and maintenance.
- Ability to use knowledge to assess risks by demonstrating ability to identify any unacceptable risk arising from the operation and/or maintenance of assets
- Able to prepare Health and Safety documentation including Risk Analysis Management System (RAMS) (or equivalent)
- Able to prepare, read and understand contract documentation
- Ability to manage Contractors to achieve contract requirements
- Computer literate and thoroughly conversant with MS office suite and relevant engineering software packages.

**The Individual**

- 5-10 years working within similar role within road maintenance
- Must have a good knowledge of Asset Management and Highway Maintenance
- Experience of working in an operation with quality and health and safety systems
- Strong Project Management skills
- Ability to identify & implement solutions to engineering problems
- Excellent diagnostic and problem solving skills
- Good negotiation skills
- People management skills.
- The confidence to respond positively when under pressure