

# Public Works Authority Job Description



**Job Title : PROJECT ENGINEER/ SENIOR PROJECT ENGINEER**

**Affair : Infrastructure**

**Department : Drainage Projects**

**Section :** Surface & Ground Water Drainage Networks and Infrastructure Projects.

**Reports to :** Head of Surface & Ground Water Drainage Networks and Infrastructure Projects Section.

## 1- Job Purpose :

Co-ordinates and manages the implementation of major construction projects for Surface and Ground Water Drainage Networks to ensure delivery of projects on time, within budget and to the agreed quality.

## 2- Accountabilities / Key Result Areas

- Coordinate with the Consultant and Contractor on materials approval matters.
- Liaise with other Authorities and Statutory Bodies.
- Advise on contractual and construction matters.
- Liaise with Consultants to approve Contractor's submittals.
- Identify new and improved materials and methods.
- Monitor quality of works onsite.
- Issue quality notices and follow-up results.
- Coordinate to Issue additional drawings etc. as required.
- Coordinate and monitor activities of Project Management Consultant.
- Ensure prompt exchange of correspondence and approvals.
- Ensure accuracy and completeness of records.
- Maintain accurate submittal logs.
- Support Consultant's on quality-related matters.
- Resolves issues arising out of project under construction.
- Reviews and comments on contract documentation at pre-contract stage.
- Participates in teams in carrying out tender evaluation of construction and post-contract supervising consulting contracts, to submit reports to the Tender Committees.
- Confirms Recommendation for Payment to Contractors and Post-Contract Supervision Consultants for submitting to Finance Department.
- Support PWA business improvement initiatives and Continuous Improvement.

## 3- Work Contacts :

Internal contact with other Project Engineers/Senior Project Engineers to coordinate common policy, method of working and to share knowledge and experience.

Internal, periodical contact with Senior Management to discuss significant issues on progress of construction contracts.

Internal, frequent contact with Roads Affairs Projects Department staff to manage / liaise on infrastructure works carried out under Roads Affairs Contracts.

Internal, routine liaison with Asset Affairs Drainage Operations and Maintenance to ensure proper engagement in project development, during construction, commissioning and handover.

External, frequent contact with Contractors and Consultants to review progress and management of works under construction.

External routine contact with Statutory Authorities, Landowners and other Stakeholders to secure support and necessary Consents and Licences.

#### **4- Decision Making Authority and Responsibility :**

Makes technical decisions and solutions with the involvement of Head of Section / Consultant as required.

Advises Head of Section on Contractual decisions with the involvement of Consultant as required.

Works directly with Head of Section, but has a significant degree of freedom in the execution of his/ her responsibilities to ensure the successful outcome of projects.

Refers to and advises the Head of Section on matters of policy change and any serious issues on the management of projects and project staff.

#### **5- Independence of Operation :**

Works within the context of broad objectives and long-term targets of Public Works Authority policies and aims.

Exercises personal judgment on technical and contractual matters on behalf of the Head of Section.

Work is subject to Senior Management review.

#### **6- Physical Effort :**

Minimal, however routine inspections of construction sites, attendance at Consultants offices and visits to materials supplier premises should be anticipated.

#### **7- Work Environment :**

Normally a modern, air conditioned office environment with occasional visits to construction sites. Easy access by car, parking provided with ready access to key amenities.

## 8- Problem Solving and Job Complexity :

Must be able to build, lead and motivate a multidisciplinary project team, taking the initiative and making necessary decisions for the progress and success of the projects. Ability to prepare accurate plans, specifications, cost estimates and engineering reports; write clear, concise and accurate technical and non-technical reports, correspondence, and memoranda and fluent in written and spoken English. Should be computer literate and conversant with the latest software applicable in this field (particularly Microsoft Office suite and ideally Primavera).

A key challenge is managing the completion of major drainage projects, in particular in their interaction with other Utilities and Stakeholders to ensure that any potential delays in construction and variation in cost are minimised Also managing project staff, Consultants and Contractors to ensure a consistent high standard of performance.

## 9- Financial Dimensions :

- Construction Contract Budget QR 50 million - QR 100 million per year.
- Consultancy Contract Budget QR 5 million – QR 10 million per year.
- Financial Authority – Holds no financial delegated authority.

## 10- Minimum Requirements :

**Qualifications:** Bachelor's Degree in Civil engineering from an accredited University. A Master's degree in Civil Engineering may be substituted for five years of experience. Chartered status and a member of a recognized professional institution would be an advantage.

### Experience

- (a) Minimum 10 years (15 years for Senior position) of demonstrable experience in supervision and management of large-scale civil construction projects with particular emphasis on surface and ground water, storm water management projects, drainage networks, infrastructure and environmental projects, monitoring all the project aspects to achieve the proper management and construction compliance with the specifications and quality requirements. He/ She is to have a minimum (5) years in a similar leading role in an infrastructure project and possess the aptitude to manage directing, planning, and coordinating all administrative and fiscal aspects of the projects.
- (b) Ideally have experience within Micro-tunneling works or similar trenchless technology.
- (c) Must demonstrate the extent of his/ her knowledge and experience in respect of the international construction contract laws and contract administration procedures.
- (d) Must be able to review a broad range of general design activities on a variety of public infrastructure projects including Pumping Stations, Outfall and onshore structures, piping networks; groundwater control systems, prepare plans, specifications and cost estimates; analyze, interpret, and plot engineering data; interpret the application of design criteria; and check plans and specifications for accuracy of design and completeness.