

JOB DESCRIPTION

POSITION IDENTIFICATION		FUNCTIONAL RELATIONSHIPS	
Job Title:	Civil Engineer	Direct Reports:	Civil Works Superintendent
Reports to:	Chief Engineer	Internal Contacts:	Mechanical and Facilities Engineers as well as other SLASPA Personnel
Department:	Engineering	External Contacts:	SLASPA tenants, suppliers, consultants and contractors, other government
Section / Units	Civil Section	Staff directly responsible for:	Staff providing civil, building and grounds maintenance services at SLASPA's Northern Facilities

JOB SUMMARY:

Responsible for the management of the Civil Section of the Engineering Department inclusive of the provision of Technical Civil Engineering oversight on Projects and Major Maintenance Activities at the Southern Facilities. The role involves overall management and maintenance of all Civil and Building-related assets owned by the Authority inclusive of management of all projects which involve the repair, renovation, refurbishment, restoration or replacement of Civil-related infrastructure or assets.

DUTIES AND RESPONSIBILITIES

Preparation of Designs

- Prepares engineering and architectural designs as required
- Development of conceptual designs of a Civil or Architectural nature for new initiatives at the Authority
- Performs design reviews and peer-to-peer design reviews

Management of Preventive Maintenance System at Air & Sea Port Facilities

- Prepares maintenance schedules and ensures proper functionality of the Facilities Maintenance System at the Air & Sea Ports inclusive of the lighthouses and navigational outstations
- Ensures that all work orders from the Preventive Maintenance System, trouble call requests and reports are issued and returned on time for updating of the system
- Ensures outputs from maintenance management system is incorporated into asset life cycle management plan for civil assets

Inspection, Condition Monitoring and Supervision of Civil Maintenance & Repair Works

- Regularly inspects the Air & Sea Port Facilities and identifies the need for repairs, renovations, refurbishment or replacement of assets
- Reviews and prioritizes maintenance and repair work
- Assigns staff and oversees the timely completion of maintenance tasks

- Ensures staff adhere to quality and occupational health and safety standards
- Conducts root cause analysis reports for enhancement of indoor air quality management

Management of Projects

- Prepares full set of tender documents for the procurement of civil engineering and civil works construction services inclusive of terms and reference, scope of works, RFPs, RFQs and ITBs
- Prepares and oversees the preparation of tender evaluation reports
- Establishes Quality Assurance and Quality Control Plans for all Civil Works Projects
- Develops project schedules and work programmes annually for all civil works projects
- Develops and updates SOP's for Project Management Services
- Provides oversight of staff and subcontractors during civil and building projects
- Ensures staff and subcontractors adhere to quality and safety standards
- Develops support systems for the efficient management of projects to ensure delivery on time, within budget and to specifications
- Designs and develops scope of works for consultancies inclusive of ensuring work output and deliverables from consultants are satisfactory
- Prepares B.O.Q's and cost estimates for projects assigned
- Manages overall CAPEX Budget for the Civil Section

Monitoring and Reporting

- Monitors the progress of work and keeps the Chief Engineer informed on status and completion of work while obtaining support from the Facilities and Mechanical Engineers
- Maintains a daily log of all major activities undertaken in the Civil Section
- Promptly reports in writing breakdowns and accidents
- Provides monthly reports on section matters and related statistics
- Prepare and submit quarterly reports on performance of Air & Sea Port Maintenance & Project Works
- Monitors the use of SLASPA vehicles assigned to the Air & Sea Port to ensure appropriate use
- Prepares and manages annual capital and recurring budgets to ensure synchronization with asset management plan
- Generation of annual asset condition assessment reports for civil assets

Staff Supervision

- Establishes annual performance objectives with staff; meets with them periodically to discuss their performance in accordance with SLASPA's Performance Management Policy; counsels them on deficiencies in performance and guides them on improving performance, including recommending additional training
- Conducts an annual appraisal of staff performance
- Coordinates the work of staff and reviews their work to ensure that it meets the Port Authority's standards
- Ensures necessary tools and materials are available to staff for effectively and efficiently carrying out duties
- Makes recommendations to the Chief Engineer with support from the Mechanical or Facilities Engineers regarding wage increases, promotions and disciplinary action for employees supervised
- Coordinates with the Facilities and/or Mechanical Engineers for the resolution of grievances

General

- Consults technical literature for guidance on Civil Engineering Designs and Facilities Maintenance issues
- Makes recommendations to improve the preventive maintenance system as well as relevant procedures
- Accepts other related duties as assigned from time to time
- Constantly updates Departmental SOP's for enhancement of efficiency

QUALIFICATIONS AND EXPERIENCE

- BSc. In Civil Engineering from an accredited university as well as Management and design skills in Civil Engineering with at least five years experience in managing construction projects and/or at least five years experience in construction and maintenance of civil and building infrastructural assets.
- Certification in Project Management from an accredited and reputable institution
- Membership in a recognized professional engineering institution.

KNOWLEDGE, SKILLS AND ABILITIES

- Sound knowledge of and proficiency in Computer Aided Design (CAD)
- Excellent interpersonal, communication skills.
- Advanced knowledge of and proficiency in MS Office Suite
- Advanced knowledge and proficiency in project scheduling software such as MS Project
- Outstanding problem-solving skills.
- Excellent time management and organizational skills.
- Excellent writing skills.
- Active listening Skills.
- Highly Dependable and results-oriented
- Function with a team environment.
- Ability to be flexible with work assignments.
- Ability to use one's initiative and be proactive.
- Ability to stimulate and manage change and develop strong functional and dynamic teams