



## MTI - HAYATABAD MEDICAL COMPLEX

Doc. No.

HMC-HRD-F-02

### WORKS DEPARTMENT

Version No.

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### JOB DESCRIPTION

Date

02-05-2022

JD No.	02-WD
Job Title	Sub Engineer /Civil
Department	Works Department MTI/HMC
Reporting To	Hospital Director

Duties & Responsibilities	<ul style="list-style-type: none"><li>Conducting site survey and making layouts for assigned projects.</li><li>Preparation of engineering cost estimates and PC-I etc.</li><li>Supervision of ongoing works.</li><li>Frequent site visits for quality assurance.</li><li>Site visit for quality checkup of materials and measurements.</li><li>Site visits with Assistant Director Works and Director Works and keep inform from daily site progress.</li><li>Preparation of technical sanctions and completion plans.</li><li>Responsible and liable to every team member for any deficiency quality and quantity wise.</li><li>Maintaining of measurement book.</li><li>Verification and measurement of actual work done paid to contractors.</li></ul>
	<b>Academic &amp; Professional Qualifications:</b> <ul style="list-style-type: none"><li>Associate Diploma in Civil Engineering from recognized Board.</li></ul>
Job Requirements / Hiring Criteria	<b>Related Experience:</b> <ul style="list-style-type: none"><li>01 year experience as sub Engineer in any Govt/Semi Govt or Govt registered organization.</li><li>No need of Experience having BSc Engineering.</li></ul>
	<b>Skills/Competencies:</b> <ul style="list-style-type: none"><li>Computer literate</li></ul>
Working Environment	<b>Working Conditions:</b> <ul style="list-style-type: none"><li>Hospital</li></ul>
	<b>Physical Effort:</b> <ul style="list-style-type: none"><li>Excellent</li></ul>

	Name	Designation	Date	Signature
Prepared by	Syed Imtiaz Ullah Shah	Director Buildings & Works	04/07/2022	
Reviewed by	Dr. Faisal Shahzad	Hospital Director	04/07/2022	
Approved by	Dr. Shahzad Akbar	Medical Director	04/07/2022	

#### Acknowledgment:

I have read and understood my position description. I understand that these responsibilities maybe modified to meet arising needs in the department

Employee:

Date: