

	MTI - HAYATABAD MEDICAL COMPLEX	Doc. No.	HMC-HRD-F-02
	WORKS DEPARTMENT	Version No.	00
	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"> Conducting site survey and making layouts for assigned projects. Preparation of engineering cost estimates and PC-I etc. Supervision of ongoing works. Frequent site visits for quality assurance. Site visit for quality checkup of materials and measurements. Site visits with Assistant Director Works and Director Works and keep inform from daily site progress. Preparation of technical sanctions and completion plans. Responsible and liable to every team member for any deficiency quality and quantity wise. Maintaining of measurement book. Verification and measurement of actual work done paid to contractors.
Job Requirements / Hiring Criteria	Academic & Professional Qualifications:
	<ul style="list-style-type: none"> Associate Diploma in Civil Engineering from recognized Board.
	Related Experience:
Working Environment	<ul style="list-style-type: none"> 01 year experience as sub Engineer in any Govt/Semi Govt or Govt registered organization. No need of Experience having BSc Engineering.
	Skills/Competencies:
	<ul style="list-style-type: none"> Computer literate
Working Environment	Working Conditions:
	<ul style="list-style-type: none"> Hospital
	Physical Effort:
	<ul style="list-style-type: none"> Excellent

	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:
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