



## Central Housing and Planning Authority

### Job Description

<b>Job Title: Civil Engineer</b>
<b>Location: Georgetown, Guyana</b>
<b>Department: Projects Department</b>
<b>Purpose:</b> Support the Projects Department in Planning and Executing Construction Projects
<b>Overall Position Function:</b>  Play a pivotal role in overseeing and managing various civil engineering projects from conception to completion. Your expertise will be critical in ensuring the successful design, planning, and execution of construction projects while maintaining a strong focus on safety, quality, and efficiency. You will work closely with a team of engineers, architects, and other stakeholders to deliver projects that meet client requirements and adhere to industry standards and regulations.
<b>Reporting and Key Relationships:</b>  <b>Reports To:</b> Senior Engineer  <b>Supervises:</b> Junior Engineer, Architectural Technicians, Engineering Technicians, Clerk of Works
<b>Job Responsibilities:</b>  <b>The core functions of the position include, but are not necessarily restricted to, the following:</b> <ul style="list-style-type: none"><li>• <b>Quality Assurance and Control:</b> Implement rigorous quality control measures to ensure that engineering designs and construction work meet the required standards and specifications. Conduct regular inspections to monitor progress and ensure conformance to design specifications and safety standards and resolve any deviations or issues promptly.</li><li>• <b>Scope, Budget and Cost Management:</b> Participate in developing scope of works, cost estimation and budgeting processes for civil engineering projects under the purview of the Projects Department. Monitor project expenses and make cost-effective decisions to optimize resources and ensuring that projects run smoothly, and structures are completed within budget and on time.</li><li>• <b>Team Collaboration:</b> Work closely with a multidisciplinary team, including engineers, architects, surveyors, technicians, and clerk of works, contractors, and other professionals, to ensure effective communication and collaboration throughout the project lifecycle. Provide the Department's Core team with technical advice regarding design, construction, or program modifications and structural repairs. Making sure construction sites meet all safety requirements.</li></ul>

- **Health and Safety:** Prioritize and enforce safety protocols on construction sites to protect the well-being of workers, clients, and the public. Implement CHPA's HSE Plans and conduct regular safety audits.
- **Risk Assessment and Mitigation:** Identify potential risks and challenges associated with projects and develop effective strategies to mitigate them. Proactively address any emerging issues that could impact project timelines and deliverables.

**Other duties:**

- Provide regular updates on project progress and provide assistance to other engineering staff as required to achieve within the Department a sense of harmony, effective teamwork, highly motivated staff and a strong customer focus.
- Maintain accurate project files for reference purposes.
- Maintain knowledge of policies, current best practice and challenges in civil engineering.
- Contribute to the long-term planning and strategies relating to the engineering projects and programs within the Department.
- Ensure speedy and courteous responses via the Director to all enquiries, correspondence from Contractors, and other Departments.
- Assist in the preparation and evaluation of Tender documents. Inspect completed jobs to ensure optimal results were obtained.
- Any other engineering duties, which may arise in due course of project execution.

**Experience (minimum required):**

- A minimum of 7- years' post qualification experience in the Construction sector with 5 being at a supervisory level.

**Knowledge/Qualifications:**

- Bachelor of Science (BSc.) from a recognized University in Civil Engineering. Postgraduate qualification in the Engineering field, and PMP certification would be an asset.

**Key Skills:**

- Excellent working knowledge of engineering design and drafting/modeling software such as AutoCAD, Civil 3D or similar
- Project management and supervision skills
- Strong communication (written and verbal) and interpersonal skills to liaise with the Project Team, contractors, and all stakeholders.
- Effective in identifying problems, seeking pertinent data, recognizing important information and identifying possible causes of problems.
- Setting of high standards of performance.
- Ability to establish efficiently an appropriate course of action(s) for self and/or others to accomplish a goal.
- Ability to recommend practical solutions towards issues.