

Job Description

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01

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Resources

Project Construction Support Engineer/Manager - MEPF

Reporting to: MEPF Unit Head
Division: Operations
Department: Engineering Services
Unit: MEPF
Minimum Rank Level: Rank-and-File

MAJOR RESPONSIBILITIES

1. Provide technical ad-hoc support to projects during lean QS periods.
2. Assist the Project Construction Manager (PCM)/Engineer (PCE).
3. Serves as inspector-in-charge of a construction or repair project, including reviewing the work of consulting inspectors.
4. Assist site mechanical and electrical engineers in reviewing shop drawing and material submittals.
5. Ensures contractors compliance with Contract Documents.
6. Report to the PCM or Technical Directors on the project's status upon site inspection, including any issues.
7. Perform field inspections to monitor the contractor's progress, workmanship and general conformance with the contract documents and building codes.
8. Issue violation notices and stop-work orders where workmanship and materials do not comply with design, plans or regulations.
9. Review design, quality plans and all construction phase submittals associated with the Project during site visit/inspection.
10. Attends construction meetings with clients, contractors, designers, and all project stakeholders when necessary.
11. Assist in identifying,, responding to, or evaluating technical issues to maintain the schedule when necessary.
12. Maintain logs of inspection performed; contribute data and information for various reporting; prepares periodic and special reports as required.
13. May perform or oversee and evaluate routine field testing and commissioning.
14. May participate in the development of job safety practices and the preparation of safety reports.
15. May participate in the development of quality control reports and procedures.
16. Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active team member.
17. Performs other responsibilities associated with this position as appropriate.

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KEY PERFORMANCE INDICATORS

1. Percentage of tasks completed on time.
2. Meeting deadlines for project milestones.
3. Number of non-compliance issues identified and resolved.
4. Percentage of contractor compliance with Contract Documents.
5. Timeliness and accuracy of project status reports.
6. Effectiveness in communicating issues and resolutions to PCM, Technical Directors, and other stakeholders.
7. Number of inspections conducted per week/month.
8. Timeliness in conducting inspections after relevant project phases.
9. Time taken to resolve identified issues.
10. Percentage of issues resolved without impacting the project schedule.
11. Adherence to safety standards during inspections.
12. Number of safety violations identified and addressed.
13. Participation and contribution in construction meetings.
14. Effectiveness in working with clients, contractors, and other project stakeholders.
15. Timeliness and thoroughness in reviewing shop drawings and material submittals.
16. Number of design or quality plan issues identified and addressed.
17. Successful completion of routine field testing and commissioning tasks.
18. Adherence to commissioning schedules.
19. Accuracy and completeness of logs for inspections performed.
20. Timeliness and completeness of data contributed to various reports.
21. Number of technical issues identified and addressed proactively.
22. Contribution to maintaining the project schedule in the face of technical challenges.
23. Suggestions provided for improving construction processes and efficiency.
24. Participation in the development of quality control reports and procedures.
25. Feedback from clients and stakeholders.
26. Resolution of issues raised by clients or stakeholders.
27. Ability to handle unforeseen challenges and changes in project requirements.
28. Adaptability in responding to technical issues and maintaining the project schedule.
29. Review for the vendor accreditation for suppliers and sub-contractors for specialty works with regards to technical side and its capacity.
30. To be relievers during leaves to the dedicated PCME and PCEE for the ground-ups projects.
31. Project completion within budget.
32. Overall client satisfaction.

QUALIFICATION AND COMPETENCY REQUIREMENTS

MINIMUM EDUCATION and EXPERIENCE

1. Must possess a bachelor's degree in mechanical engineering/electrical engineering.
2. Must have at least 3-5 years of relevant work experience.
3. Preferably a licensed mechanical engineer or electrical engineer.

KNOWLEDGE

1. Should have a strong understanding of construction methodologies, processes, and techniques. This includes knowledge of various construction systems, materials, and technologies.
2. Familiarity with local building codes, regulations, and industry standards is essential for ensuring compliance and adherence to legal requirements throughout the construction project.

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3. A solid knowledge of project management principles is necessary for effectively planning, organizing, and executing construction projects. This includes understanding project phases, scheduling, budgeting, risk management, and quality control.
4. Knowledge of contract administration and management is important for handling contractual agreements, change orders, and ensuring that all parties involved in the project adhere to the terms and conditions.
5. Knowledge of Standard checking and testing requirements for both Electrical, Mechanical, Fire Protection, Plumbing and Sanitary Works

SKILLS

1. Excellent communication skills, both written and verbal, are crucial for effective communication with stakeholders, team members, clients, and subcontractors. Construction Managers should also be skilled in collaboration, fostering teamwork and maintaining positive relationships with all involved parties.
2. Should possess strong problem-solving skills to identify issues, evaluate alternatives, and make informed decisions promptly to keep the project on track.
3. A strong financial acumen is necessary to manage project budgets, estimate costs, track expenses, and implement cost-control measures throughout the project lifecycle.

ATTRIBUTES

1. Excellent organizational skills to manage multiple tasks, prioritize activities, and ensure that project milestones and deadlines are met.
2. Meticulous attention to detail to ensure that all aspects of the project, including specifications, quality standards, and safety protocols, are properly addressed and implemented.
3. Adaptable and resilient to effectively respond to unexpected challenges, adjust plans accordingly, and keep the project moving forward.