



Terms of Reference

POSITION DESCRIPTION

<i>Position Title</i>	: Civil Engineer
<i>Position Level</i>	: 7 (M)
<i>Terms</i>	: Regular
<i>Place of posting</i>	: Gyalsung Academy
<i>Pay Scale</i>	: 21,990- 550-32,990. Other benefits as per the Company's Service Rule
<i>Reports to</i>	: GM, Facility Management Division, Head office

Job Responsibilities of Civil Engineer:

Following are the job responsibilities of the Civil Engineer (Degree in Civil Engineering). Initially, his/her responsibilities are but not limited to the following:

General Job Responsibilities:

1. Represent NHDCL at any required meetings and events.
2. Oversee operation and maintenance of all civil works (building, road, footpath etc.).
3. Facilitate communication between the project team for the Gyalsung Infra, the Operation and Maintenance team at DFG, and the Head Office.
4. Observe and learn the operation of new equipment and specialized systems installed at the Gyalsung Academy site.
5. Provide timely updates to the Head Office.

Specific Job Responsibilities:

1. Plan, design, and manage renovation supervision or construction of maintenance works at each Gyalsung Academy.
2. Manage, monitor, interpret, and explain the construction drawings and design documents.
3. Assurance of quality of work at the site.
 - a. To ensure facilities operate efficiently and safely.
 - b. Daily supervision at site.
 - c. Ensure smooth progress of the work.
 - d. To minimize downtime and maintenance costs through proactive management.
 - e. Supervise and report maintenance work to the General Manager.
 - f. Conduct regular inspections to identify and address maintenance issues.



4. Carry out detailed cost estimates and prepare Bill of Quantities (BOQ)
5. Verify bills submitted by the Contractor for payment and forward them to the Project Engineer/Project Director on time.
6. Maintain a detailed record of maintenance activities, recommendations, inspections, and project developments.
7. Ensure service level agreements are maintained and that vendors deliver quality services
8. Conduct thorough inspections of buildings and infrastructure to identify potential issues.
9. Develop and implement emergency protocols for facility-related incidents.
10. Check the quality of works and maintain test reports for site materials and works.
11. Assist team in conducting coordination meetings and preparation of maintenance reports.
12. Prepare plans, budgets, forecasts, and reports for the project.
13. Prepare regular reports on the condition of civil infrastructure and progress of projects.
14. Escalate relevant issues to higher management on time.
15. Support in the fulfillment of the roles and responsibilities of the Project Manager
16. Coordinate with external service providers and contractors for specialized maintenance tasks.
17. Ensure compliance with health, safety, and environmental regulations.
18. Any other assignments assigned by NHDCL.

Required Qualification:

Education : Degree in Civil Engineering

Training : Civil Work

Experience: Prefer experienced candidates but fresh ones can apply

Knowledge of language(s) and other specialized requirements:

Must have a firm grasp of technical skills to design, develop, and maintain managing and maintaining facilities, ensuring operational efficiency, safety, and compliance with relevant standards, and good computer knowledge. Required management skills, good communication skills in both Dzongkha and English, and must have strong interpersonal skills.