



Terms of Reference

POSITION DESCRIPTION

Position	: Jr. Civil Engineer
Position Level	: 9 (S)
Terms	: Regular
Place of Posting:	Head Office, Thimphu
Pay Scale	: 18,955- 475-28,455. <i>Other benefits as per the Company's Service Rule</i>
Reports to	: Manager, Asset Maintenance Section.

Job Responsibilities of Junior Civil Engineer:

Following are the job responsibilities of the Jr. Civil Engineer (Diploma in Civil Engineering).

Initially, his/her responsibilities are but not limited to the following:

1. Receiving the maintenance request and verification of the complains.
2. Prepare the cost estimate for maintenance.
3. Mobilize and carry out repair and maintenance works.
4. Verification and process of payments through ERP.
5. Maintaining physical record in the MB and proper record keeping of the bills and related documents.
6. Regular inspection of the housing units to determine the maintenance requirement and framing of the cost estimate.
7. Supervision of maintenance activities.
8. Maintenance of muster roll.
9. Daily deployment of labour to the sites.
10. Workout the cost estimate and budget for the planned maintenance.
11. Execution of maintenance work through labour contract
12. Regular inspection of housing colony and recording and reporting of damage and threat/risks to the tenants/public due to such damages/hazards.
13. Inspection of any illegal constriction and other activities in the housing colony.
14. Inspection and maintaining overall cleanliness of the housing colony.
15. Keeping records of the tenants and passing all the necessary information to the tenants on the activities being carried out in the colony.
16. Organize mass cleaning campaign.



17. Any other assignment delegated by the Division.

Required Qualification:

Education : Diploma 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 in civil works and must have good computer knowledge. Required management skills, good communication skills in both Dzongkha and English, and must have strong interpersonal skills.