



Building for the Future

TOR for Jr. Civil Engineer

Job Position/Title	Jr. Civil Engineer
Function	Civil Unit
Reporting Authority	Lead Civil Unit/Department Head
Job Description	<p>Key Responsibilities and Duties</p> <ul style="list-style-type: none"> • Project Planning & Documentation <ul style="list-style-type: none"> ○ Assist in preparing project plans, drawings, BOQs, cost estimates, and technical specifications. ○ Support drafting and updating AutoCAD drawings and construction layouts. ○ Maintain project documentation including site reports, material logs, and progress updates. • Site Supervision & Monitoring <ul style="list-style-type: none"> ○ Monitor ongoing project activities to ensure compliance with design, quality, and safety standards. ○ Conduct daily site inspections and verify workmanship, materials, and progress. ○ Report discrepancies, delays, or deviations to the supervisor for corrective action. • Quality Control <ul style="list-style-type: none"> ○ Ensure materials used on site meet approved specifications and standards. ○ Assist in conducting tests on concrete, aggregates, soil, and other materials. ○ Maintain proper QA/QC records and documentation. • Contractor Coordination <ul style="list-style-type: none"> ○ Coordinate with contractors, suppliers, and labor teams for smooth project execution. ○ Verify measurements, prepare running bills, and support contract administration. ○ Attend project meetings and provide updates on site progress. • Maintenance of Infrastructure <ul style="list-style-type: none"> ○ Assist in inspection and maintenance of existing buildings, roads, drainage systems, and plant structures. ○ Support preventive and corrective maintenance planning for civil assets. • Safety Compliance <ul style="list-style-type: none"> ○ Ensure construction and maintenance activities comply with HSE guidelines. ○ Identify on-site hazards and report unsafe practices immediately. • Reporting <ul style="list-style-type: none"> ○ Prepare daily, weekly, and monthly progress reports. ○ Document site photographs, inspection notes, and verification records. • Technical Skills <ul style="list-style-type: none"> ○ Basic proficiency in AutoCAD and other drafting software. ○ Knowledge of construction materials, methods, and quality standards. ○ Ability to read and interpret engineering drawings. ○ Familiarity with MS Office and basic project tracking tools. • Other Duties

CORPORATE OFFICE AND BUSINESS UNITS: PHUNTSHOPELRI (GOMTU)

DZONGKHAG: SAMTSE, BHUTAN

EPABX: 00975-5-371013/14/34, FAX: 00975-5-371015/70; Post Box No. 79

Phuentsholing Depot Tel: 00975-5-252885, Fax: 00975-5-252258; Gelephu Depot Tel: 00975-6-251605, Fax: 00975-6-251621;

Samdrup Jongkhar Depot Tel: 00975-7-251790, Fax: 00975-7-251791

www.penducement.bt



Building for the Future

	<ul style="list-style-type: none">○ Support any other civil engineering-related tasks assigned by the Civil Engineer.○ Participate in training, capacity-building, and continuous improvement activities.○ Perform any other tasks assigned by the Head/HoD/CEO.
--	--

-The Management

CORPORATE OFFICE AND BUSINESS UNITS: PHUNTSHOPELRI (GOMTU)
DZONGKHAG: SAMTSE, BHUTAN

EPABX: 00975-5-371013/14/34, FAX: 00975-5-371015/70; Post Box No. 79
Phuentsholing Depot Tel: 00975-5-252885, Fax: 00975-5-252258; Gelephu Depot Tel: 00975-6-251605, Fax: 00975-6-251621;
Samdrup Jongkhar Depot Tel: 00975-7-251790, Fax: 00975-7-251791

www.penducement.bt