

Job Description**Code:- SITE MGR****Position****Site Manager (Mechanical / Electrical / Civil)****Role Purpose**

To perform all Technical, Contractual, Organizational and Supervisory roles at Site for the Power Projects. Site Manager will work as a part of the Site Management Team, sharing responsibility for Construction Management, Site Organization and Supervision of activities including material and human resources

Key Activities

- Understanding the Technical, Contractual and Operational issues to ensure that the approved documents are in conformity with the site conditions. Report any problems/issues to the Engineering department. Resolving any unexpected Technical difficulties, and other problems that may arise at site
- Conduct Daily briefings at site regarding the planning of work. Day to day management of site including supervising and monitoring of the Site Engineers
- Daily reporting to the Project Coordinator regarding the Progress achieved at Site indicating the actual status against the planned activities. Report site issues which need special / immediate attention of the management along with proposed action Plan
- Resolving any unexpected Technical difficulties and other problems that may arise at site. Prepare 3 week look-ahead schedule of daily activities (rolling schedule). Prepare the action plan to mitigate the delays, if any.
- Overall In-charge and responsible for site works with regards to the Approved Quality Requirements as defined and site works are performed in conformance to the Safety, Health and Environment (SHE) Policy
- Material Management at site
- Coordinate amongst various Contractors and ensure that the works are carried out smoothly. Extend / facilitate assistance to the expatriates / supervisors of the EPC Contractor
- To raise Tender Enquiry (RFQ), receive offers, evaluate, negotiate and finalize the Purchase Orders for various site Procurement packages (in close consultation / approval from Project Coordinator
- Manage site petty cash and report every week
- Routine site office management including administration, cash management, document control, licenses/permits, etc...
- Maintain liaison with Local Authorities
- Ensure the welfare and training needs of Site Engineers
- Any other activity as directed by Project Coordinator

Critical Exposure Areas

- Good exposure of Construction Management and Planning tools.
- Well versed with Quality Control and SHE Requirements.
- Dealing with Utilities, EPC Contractors, Manufacturers of Power plant equipment in Indian and international market.

Reporting Structure

To VP Operations

Span of Control

To lead all project construction activities including evaluation of drawings, layout etc... in compliance with the EPC contractor. He/She would be responsible for local liaison with the government and private vendors.

Qualification

Degree in Engineering (Mechanical / Electrical / Civil)

Experience

7-10 Years minimum