

Section Engineer (Real Estate)

Job Title

Section Engineer (Real Estate)

Job Objective

The Junior Engineer will assist in the execution, supervision, and monitoring of construction, repair, and maintenance works. The role aims to ensure quality, safety, and timely completion of all civil, water, and utility projects within the plant and residential colony.

Primary Responsibility

- Assist in planning, designing, and supervising new building and civil structure works.
- Prepare estimates, drawings, and bills of quantities (BOQs) for repair, renovation, and construction projects.
- Supervise day-to-day execution of civil works undertaken by in-house team and contractors.
- Carry out inspections of colony houses, guesthouses, offices, and plant structures to identify maintenance needs.
- Ensure quality standards, safety requirements, and specifications are strictly followed.
- Develop and implement preventive maintenance schedules for colony and plant civil structures.
- Monitor structural health of buildings, drainage, sanitation, and road infrastructure.
- Coordinate with plumbers and electrical teams where civil interfacing works are required.
- Maintain records of civil projects, repairs, and maintenance activities.
- Support cost control by preparing budgets and monitoring resource use.
- Liaise with contractors, suppliers, and vendors, ensuring timely supply of materials and services.
- Prepare weekly/monthly progress reports on civil works.
- Keep updated drawings, maintenance logs, and records of completed works.
- Assist Head of Section in preparing proposals, reports, and presentations to management.

Performance Indicators	<ul style="list-style-type: none"> • Timeliness, Completeness & Accuracy in preparation of budget. • Timeliness & Accuracy in preparation of drawings and estimates. • Quality and safety assurance of projects. • Timeliness & Accuracy in submission of project reports. • Timeliness & Effectiveness in development and implementation of preventive maintenance. • Delivery of Projects (Time, Cost & Quality)
Organizational Relationships	<p>Upwards : Head, Real Estate Section</p> <p>Downwards : Relevant Employees (Real Estate Section)</p> <p>Functional Liaison : All function</p>
Education Qualification	Diploma in Civil Engineering