

## Position Description: Civil/Structural Engineer-OBO

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### ❖ Basic Function of the Position:

The Civil Engineer (CE) shall be directly responsible to the OBO Construction Manager (CM) in the performance of his duties under his contract. The CE shall be capable of working independently and shall provide professional engineering services in support of the project. The CE shall inspect construction; review plans; recommend approval of shop drawings and submittals; maintain a daily log of construction activities; develop change orders, preparing cost estimates; and other civil engineering duties related to NEC Colombo project.

### ❖ Major Duties and responsibilities:

Develop an in-depth working knowledge of the general contractual and detailed requirements of the construction contract for the project. Observe the execution of construction to assure adherence to approved drawings and specifications, inspect construction workmanship, materials, methods of equipment, and report to OBO CM as to their conformity and non-conformity to the approved drawings and specifications. Make recommendations to the OBO CM & PD (Project Director) on how to correct deficiencies and resolve problems during construction. Work independently and maintain daily construction surveillance logs insuring contractor compliance with the terms and conditions of the contract between the construction contractor and the Government.

Review and analyze material samples, catalogs and brochures, shop drawings, installation manuals, and other technical documents submitted by the construction contractor for conformity with construction contract requirements. Prepare written reports of the analysis, incorporating the comments, and provide recommendations and alternatives for appropriate action to the OBO CM & PD. Assist CM & PD in quality assurance program.

Prepare weekly, monthly and other reports of the progress of construction as required by the OBO CM & PD. Provide digital photographic records to support reports. Attend weekly and monthly meetings held by the construction contractor and/or OBO.

Update and monitor contractor construction schedule in regards to civil construction, review any proposal for change in construction or methods for time implications. Submit recommendations to OBO CM & PD including recommending the amount of time extensions that are justified by the change.

Perform any other engineering support duties related to OBO field operations as may be requested by the OBO CM & PD. Liaison with Post, coordinate authorized Title II civil engineering services as required. Participate in meetings and conduct discussions with local utilities/municipal authorities, as appropriate, on matters pertaining to construction site activities when requested by the OBO CM/PD.

Prepare engineering drawings, civil load calculations, technical specifications and independent government cost estimates for construction change orders or to support U.S. installed equipment. Review and analyze contractor's change order proposals for cost and compliance with the change. Prepare cost of alternatives to design and specifications when requested by the OBO CM/PD.