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| Role Profile Title: | **Senior Project Engineer** | Job Code: |  |
| Job Title: (for use when creating an individual job description) | **Senior Project Engineer** |
| Job Family : | **Construction** | LAL Level: |  |
| Position Reports to: | **Construction Manager** |
| BU / Project / Dept.: | **DTSS T09** |
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| **LEIGHTON ASIA**  |
| LEIGHTON ASIA, established in 1975, is a leading international construction company. Headquartered in Hong Kong, Leighton Asia delivers a portfolio of high-profile infrastructure projects throughout Asia. As a proven leader in the delivery of complex tunnel, rail and road networks, Leighton Asia also delivers turn-key renewable energy infrastructure including utility-scale wind, geothermal energy and waste-to-power installations. Its building projects range from schools, embassies and luxury high-rise residential towers, to large scale leisure complexes, a growing number of which are built to international green building and energy efficiency standards. Leighton Asia currently operates in Hong Kong, Indonesia, India, Macau, Malaysia, Philippines, Singapore, Thailand and Iraq. Leighton Asia is a member of the CIMIC Group. |
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| **PURPOSE OF THE ROLE (why does the position exist, WITH what objectives)** |
| The role is responsible for coordinating construction activities along with the site team and subcontractors; and overseeing compliance with all HSE requirements WITH THE OBJECTIVE OF completing the assigned tasks on time and as per defined quality standards |
| **Key working relationships** *(Explain the people and levels and reasons both within and outside the organisation with which this job has to interact)* |
| **PRIMARY AUDIENCE (Internal)** | **PRIMARY AUDIENCE (External)** |
| * Foremen
* Senior Engineer
* Sub Agent
* Quality department
* Environment department
* Engineering department
* Safety department
 | * Client representatives
* Sub-contractors
* Location coordinators
* Utility service agencies (e.g. traffic police, electricity)
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| **Qualification, Experience and Skills** *(Please provide typical qualification and experience requirements for the position, and not qualifications of the position holder)* |
| **QUALIFICATIONS** | **EXPERIENCE** |
|  • Degree/Diploma in Civil Engineering | * Total work experience: 5 years and above
* Total relevant experience: 5 years and above
* Possess leadership qualities paired with good communication skills
* Detail oriented with strong safety awareness and problem-solving skills
* Possess sound understanding of tunnel construction activities
* Prepare fundamental engineering computations, material quantity takeoffs, estimates and surveys.
* Prepare detailed requisitions for material purchase.
* Review supplier drawing submittals and technical bid analysis.
* Prepare specifications, data sheets, and other construction documents.
* Provide input to CAD Designers and CAD drafts working on the same project
* Understand Company and Governmental regulations on safety and environment
* Knowledge and experience with Microsoft Word, Excel and PowerPoint
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| **BEHAVIOURAL SKILLS** |
| (Refer to Knowledge: Leadership Capabilities / Behavioral Expectations for the descriptions of behavioral skills for the role) |
| **Key Accountabilities** *(List all areas of responsibilities, with key tasks and performance metrics defined)* |
| **KEY ACCOUNTABILITIES** | **KEY TASKS & PERFORMANCE INDICATORS** |
| Operational planning | ***Tasks:******• Understand the drawings and job specifications; Draft method statements on the assigned tasks and seek approval from supervisor******• Plan and order for equipment and material required on the tasks; Seek client approvals (as and when required) on time to minimise delays******• Prepare the ITP (inspection and test plan) documents, job hazard analysis (JHA) and risk assessment report for the assigned tasks in consultation with supervisor******Performance Indicators:***• Timely availability of material and equipment on the site• Rework on method statements prepared• Timely completion of ITP, JHA and risk assessment documents |
| Onsite works execution | ***Tasks:******• Monitor progress against the program milestones for on-time completion; Monitor production rate and provide feedback to supervisor on resource allocation******• Check workmanship and quality against specifications in drawings and ITP requirements; Perform other quality tests as required******• Provide inputs to supervisor to minimise wastage and optimise material/labour costs; Allocate costs under the correct code******Performance Indicators:***• Timely completion of assigned tasks and program milestones• % conformance on quality parameters |
| Adherence to HSE requirements | ***Tasks:******• Understand the HSE requirements based on LAIO internal framework, local regulations and contractual obligations******• Communicate the same to subordinates and subcontractors, and monitor compliance on an on-going basis******• Report non-compliance issues to the supervisor; Take corrective action as directed******• Prepare weekly OFI (opportunities for improvement) reports and share with the Safety Officer******• Participate in safety walks with the team, as scheduled******Performance Indicators:***• Lost time due to injury• % attendance on safety walks• Timely preparation of OFI reports |
| **Agreed By** (please signwhen agreeing on this job description)**:** |
|  | **Name** | **Signature** | **Date** |
| Employee: |  |  |  |
| Manager: |  |  |  |