MEDICAL TEACHING INSTITUTE
MARDAN

JOB DESCRIPTIONs (BPS-14)

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01	Supervisor works(Civil)	01

MEDICAL TEACHING INSTITUTE MARDAN

01. JOB TITLE: Supervisor Works (Civil)

Job type: MTI, Contract (BPS-14)
Department: Civil Works & Services
Reporting to: Manager Works(Civil)
Selection Criteria: Initial Recruitment through Advertisement
Required Experience: 03 years of experience in building construction
Required Education: DAE (Civil)/ BS Engineering (Civil)
Training:

Tasks:

1. **Operational Responsibilities**
2. **Managerial Responsibilities**

1. Operational Responsibilities

It includes the following responsibilities:

a). Quality Control: Site supervisor is responsible for maintaining overall quality of a construction project. He will ensure the work is done as per standard construction procedures.

b). Implementing Policies: Construction supervisor is responsible to implement company policies, government policies and other policies related to construction.

c). maintaining construction schedule: Construction supervisor is responsible for timely-finish task according to schedule. He will distribute duties among stuffs. Review the schedule weekly or monthly and take necessary steps if target isn't achieved.

2. Managerial Responsibilities

It includes the following responsibilities:

a). Managing staff members: Supervisor will evaluate staff members, train up them and ensure more output from them.

b).Reporting: He has to report timely to project manager about project progress.

c).Client handling: A supervisor will briefly describe about the project to client when he visits the project. He'll fulfill client's query.

d). Sub-Contractor handling: By evaluating sub-contractors, a supervisor will select sub-contractor and assign tasks. He will continually monitor sub-contractors performance and make them understand company policy and operating procedure.

e). Cost controlling: Identifying variances and reducing wastage by effective management, a supervisor will control the cost of a project and thus meet the project budget.

f). Maintaining work environment: By following and enforcing standard procedures and regulations, he'll keep the work environment secure, safe and healthy.