

## **Construction Manager**

### Responsibilities:

- Oversees construction sites, general contractors, and workers to ensure a high level of quality and safety.
- Creates and reviews Requests for Information and Requests for Proposal and Change Orders.
- Guarantees that all work is performed in accordance with approved manuals and procedures.
- Ensures that the project is constructed and documented in accordance with the contract documents and good engineering practices.
- Provides technical support to Project Managers.
- Develops and maintains project cost/change controls, and project budget and accounting records.
- Performs change order estimating and assists the Project Manager in change order negotiations.
- Coordinates and monitors schedule updates, invoices, and submittals.
- Assists in managing and reviewing the progress of contractors' construction schedules.
- Reviews weekly and monthly reports on the status and progress of the contracts, including project costs and potential changes.
- Reports the status of projects to business and market leaders.
- Attend client program meetings as needed.

## **Quantity Surveyor**

#### Responsibilities:

- Reviewing construction plans and preparing quantity requirements.
- Scrutinizing maintenance and material costs, as well as contracts to ensure the best deals.
- Liaising with site managers, clients, contractors, and subcontractors.
- Preparing reports, analyses, contracts, budgets, risk assessment, and other documents.
- Advising managers and clients on improvements and new strategies.
- Keeping track of materials and ordering more when required.
- Documenting any changes in design and updating budgets.
- Establishing and maintaining professional relationships with external and internal stakeholders.
- Traveling from the office to various sites as required.



## **Structural Engineer**

Responsibilities:

- Prepare reports, designs, and drawings.
- Make calculations about pressures, loads, and stresses.
- Consider the strength of construction materials and select appropriately.
- Provide technical advice on safe designs and construction.
- Obtain planning and/or building regulations approval.
- Analyse configurations of the basic components of a structure.
- Liaise with professional staff such as architects and engineers.
- Monitor and inspect all work undertaken by contractors to ensure structural soundness.
- Administer contracts and manage projects.
- Inspect properties to evaluate the conditions and foundations.
- Use computer-aided design technology for simulation purposes.

# **Civil Engineer**

### Responsibilities:

- Manage, design, develop, create and maintain small-scale through to large-scale construction projects in a safe, timely and sustainable manner.
- Conduct on site investigations and analyse data (maps, reports, tests, drawings and other).
- Carry out technical and feasibility studies and draw up blueprints that satisfy technical specifications.
- Assess potential risks, materials and costs.
- Provide advice and resolve creatively any emerging problems/deficiencies.
- Oversee and mentor staff and liaise with a variety of stakeholders.
- Handle over the resulting structures and services for use.
- Monitor progress and compile reports in project status.
- Manage budget and purchase equipment/materials.
- Comply with guidelines and regulations including permits, safety etc and deliver technical files and other technical documentation as required.



<u>Construction Manager Job Description Sample | Monster.com</u>

https://www.betterteam.com/quantity-surveyor-job-description

<u>Structural Engineer Job Description (betterteam.com)</u>

<u>Civil Engineer job description template | Workable</u>