

Job Description: Manager-Infrastructure

Job Title: Manager-Infrastructure
Objective of Role: To assist in the implementation of the projects of the company through responsible Project Execution Strategy, Operations and Integrated Resource Management, coupled with effective Contracts & Claims Management
Reporting to: AVP- Technical & Projects
Qualifications: <ol style="list-style-type: none">1. Candidate from Indian nationality only.2. Should be a Graduate in Civil Engineering. Postgraduate degree in project management would be preferable.3. Candidate shall be below 40 years of age
Experience: <ul style="list-style-type: none">• Minimum 7 years of relevant working experience in construction industry in project planning/design management, review, construction supervision/management of urban infrastructure, transport related projects. Skills: <ul style="list-style-type: none">• Must possess strong domain knowledge and understanding of planning and construction of Urban, Industrial, water/waste water and road Infrastructure projects.• Well versed with Construction procedures, specifications and standards and quality• Ability to work with multi-disciplinary team of professionals and should be able to handle projects independently.• Experience in assisting multiple projects simultaneously.• Knowledge of quantity estimation and rate analysis is desirable• Good communication skills will be an added advantage

Role Description
<ul style="list-style-type: none">• To be stationed and monitor all the operations at the Dholera Project site and give timely reports to the seniors at head office i.e. Dholera Gandhinagar.• Checking and preparing site reports, designs and drawings• Preparation of the technical aspects of contractual documents, framing the engineering and technical terms of references and conducting bid process for the selection of consultants and/or contractors.• Periodic review & Monitoring of the work undertaken by various consultants/contractors to ensure quality and timely completion• Brings the right construction management tools by conducting constructability reviews during the design phase• Review the work of the inspection and supervision agencies

- Review, evaluate, audit, and report on the Contractors' and other Consultant's performance
- Review progress against the Master Programme Schedule, other revised schedules for the projects and taking/suggesting steps to avoid or reduce any delay to any Project or overall program
- Review and require timely approval and flow of information and documents
- Attend internal weekly progress review meetings, periodical review meetings with Consultants and Contractors including site meetings
- Manage the consultants and the main contractor in resolving any specific queries and disputes on the site
- Evaluate Employer Engineer's and Contractor's invoices
- Manage the testing and commissioning process and handover process
- Monitoring all design construction activities and provide functional direction to project assigned design and construction Project Managers.