

Date: March 7, 2017

Reference: Vacancy for the position of Construction Site Engineer

Project: SHINE (Sustainable High Impact Infrastructure for Education and Agriculture)

Funded by: USAID (Solicitation No. SOL-669-16-000005)

CONSTRUCTION SITE ENGINEER

1. GENERAL RESPONSIBILITIES

Construction Site Engineer (CSE): Responsible for the inspection and reporting on every phase of the construction project: including site work, plumbing, electrical, structural, finishing, safety, environmental protection, document submittals and every unforeseen activity carried out by the contractor. Ensure that contract documents (working drawings and specifications) are properly and effectively executed by contractors. Also responsible to establish and maintain a professional working relationship with the design engineers, testing labs, general contractors, subcontractors, local beneficiaries and the general public.

2. ESSENTIAL TASK

- Review and proofread plans, specifications, standard codes, shop drawings, submittals, procedures, and reports.
- Keep track of construction progress, delays, contractor's minimum days, change order days and all correspondence between architects, engineer, testing agencies, and the contractor.
- Establish and maintain all files, submittals, daily reports, and contractor daily reports. Establish and maintain all Architects' reports which include submittals, correspondence, pay requests, change orders, meeting minutes, supplemental instructions, sketches, Requests for Information (RFI), Requests for Changes (RFC), and all correspondence between the architect, engineer, testing agency, and the contractor.
- Establish and maintain all Engineer's reports which include submittals, correspondence, supplemental instructions, sketches, all correspondence between the architect, engineer, testing agency, and the contractor.
- Establish and maintain all Testing Agency correspondence, supplemental instructions, and sketches. Establish and maintain files for GOL inspections including all correspondence.
- Establish and maintain all Contractors reports which include submittals, correspondence, supplemental instructions, sketches, Requests for Information (RFI), Requests for Changes (RFC), and all correspondence between the architect, engineer, testing agency, and the contractor.
- Check and verify all materials stored on and off site for payment as well as materials used in site construction against submittals and check and verify the installation of materials and equipment.
- Compose and submit weekly status reports, weekly percentage completion reports, and daily reports to include: project conditions (weather, trade manpower and work description), architectural and engineering communication and direction, general conditions, temperatures, weather conditions, general conditions and activities, site work, subcontractors and personnel, hours worked, description of work performed, equipment used, verbal discussions and oral instructions, phone conversations, visitors to site, job requirements, photos, videos, delays.
- Supervise construction inspectors in carrying out on site inspection of construction work at every phase throughout project duration.

- Provide weekly video of entire job site construction progress and also provide videos to verify pre-construction existing building and site conditions when necessary.
- Post addendums to plans and specifications.
- Verify contractor compliance with codes, regulations, site materials, specifications, blue prints, plans, sketches, actual construction, alterations, repairs, change orders and safety codes.
- Inspect earth work, foundations, masonry work, CMU, partitions, bearing walls, under floor service equipment (plumbing, electrical, etc.), termite treatment (If applicable), slabs and re-bar, concrete placement and thickness, light fixtures, , door hardware, toilet accessories and final cleaning.
- Develop punch lists to capture unfinished work.
- Complete daily report on safety compliance, Environmental Mitigation and Monitoring Plan and Construction progress.
- Perform all related work as required.

3. KNOWLEDGE, SKILLS AND ABILITIES

Extensive knowledge in the procedure and implementation of construction materials testing. Thorough knowledge of construction practices, techniques, materials and equipment related to construction and renovation of agricultural and educational buildings. Thorough knowledge of engineering plans, specifications and drawings; ability to read and interpret plans, specifications and blueprints and to compare them with various aspects of construction in progress; ability to detect errors in construction projects; ability to establish and maintain effective working relationships with contractors, beneficiaries and associates; ability to maintain accurate records.

4. EDUCATION AND EXPERIENCE:

College graduate with a minimum of Bachelor of Science degree in Civil Engineering, Engineering Technology or Architectural Engineering. At least 2 year experience, with ongoing supervisory role on construction projects.

5. SPECIAL REQUIREMENTS:

Must be available and willing to travel/reside in Voinjama, Sanniquellie, Gbarnga, Kakata or Buchanan City. Must possess a valid driver's license issued by the Government of Liberia.

JLN-B360 Joint Venture is the contractor selected by USAID to implement the Sustainable High Impact infrastructure for Agriculture and Education (SHINE) project in Liberia. The project includes major renovations and new construction of vertical structures in the education and agricultural sectors. An important part of the project is ensuring that quality construction work is done and the safety and environmental protection plan is implemented efficiently.

JLN-360 is in search of Engineers to work with the quality control team in the implementation of the project's Safety, Environmental and Quality Control Plan.

Interested candidates can send resumes and cover letters to:

Joseph Morris Kalapele, MS. Eng. Tech. Civil/Construction
Quality Control Engineer,

JLN-B360

New Pink Tower (3rd Floor)

Front Street, Rear of (CWA)

Monrovia, Liberia

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Deadline for applications is March 31, 2017 by mid-night.