

JOB DESCRIPTION – LEAD ENGINEER

RESPONSIBILITY

To ensure that project is planned and engineered, within the time, cost and performance specifications agreed with the client ensuring safety and addressing environmental concerns. He / She works within the Company's organizational structure, managing a multi-discipline force to successful completion of the project. He / She co-ordinates with and draws upon the disciplines and resources of the Company in furtherance of the project / contract. He / She acts at the interfaces between the Company and the client as well as between the Company and the vendors / contractors, between the client and Statutory Authorities and between the Company and the Company's sub-contractors. He / She must be well versed in the technical, commercial and legal aspects.

ROLE PURPOSE

Essential

- Coordination for Completion of project within the time, cost, safety and other stated performance parameters delivering superior value to the client and lowering total cost.
- Analyze pre-contract correspondence vis-a-vis contract and resolve grey areas, if any, in the contract.
- Prepare the Project Execution Plan covering objectives and priorities and the directives to be followed and constraints to be imposed on the Design of the plant including project co-ordination procedure.
- Resolve grey areas in basic design parameters and design standards with the client and issue contract design data.
- Organize and manage the project team assigned to assist him for successfully completing the project, and ensure project team is fully conversant with the Project Execution Plan.
- Review the periodical progress reports to client.
- Decide the number and scope of Change Notices to be sent to the client and agree acceptance with client. Decide number and scope of internal changes which do not affect client.
- Control the distribution of information to and from the Company between the Company and the Client and other bodies.
- Conduct periodic Project Co-ordination Meetings with the lead engineers.
- Measure the performance by client survey and Performance Rating System (PRS rating)
- Review client's documentation for acceptability. Co-ordinate with client for missing data / information through RFIs.
- Liaise with client on all matters relating to the project including overall progress, approval of documents, clients obligations and progress.

- Meet client expectations and maintain long-term relationship with client. Attend to client's feedback and any complaints.
- Building a relationship with the client so as to successfully win repeat business.
- Collect payments from the client including following up any accounts receivables.
- Obtain Completion / Acceptance Certificates from the clients.
- Prepare and sign Project Closure Report.
- Ensure that cost and work-hours are properly monitored, reported and take preventive / corrective action where necessary.
- Committed for the implementation of Quality Policy and Core Values.

Secondary

- Follow-up for invoice/ Billing
- Co-ordinate for Planning related inputs
- Quantity monitoring for Bulk items of the Projects
- Keep HOD informed on progress of project, with agreed periodicity.
- Escalate resource/infrastructure issues/concern-areas that implicate the production process, to the right office/agency
- Responsible for document control through Document Controller.

PROFESSIONAL QUALIFICATION

Essential

- Graduate Engineer in any discipline
- Experience for Supervision and guidance to Design Engineers, Planning & Scheduling Engineers, Cost Control Engineer and Procurement Engineers in executing Jobs

EXPERIENCE

- 10 – 20 years, out of which 5 –12 years in Project Management.

SOFTWARE SKILLS

Essential	Proficient with MS Office applications like MS Word MS Excel, MS PowerPoint etc
Desired	Working knowledge of Primavera & MS Project

TECHNICAL SKILLS

Essential

- Knowledge about information flow of Engineering Deliverables.

- Excellent understanding about Planning/ Project control Procedure and ability to contribute to the development of the same
- Understanding of relevant engineering design tools being used

BEHAVIORAL SKILLS

Behavioral Skills	Essential	Desired
Communication	✓	
Interpersonal Skills	✓	
Planning & Organizing	✓	
Prioritising	✓	
Decision making & Objectivity	✓	
Leadership	✓	
Empowerment & Delegation	✓	
Change Management	✓	
Conflict Management	✓	
Integrity	✓	
Accountability	✓	
Team Orientation	✓	
Customer Orientation	✓	
Quality Orientation	✓	