



## **MAYO COLLEGE**

### **JOB DESCRIPTION**

**Job Title: Junior Engineer**

**Reports to: Bursar, Mayo College**

**Job Summary:** The Junior Engineer is responsible and accountable for overseeing all civil works across the school campus, including new projects, existing infrastructure, and their operation and maintenance. The role involves creating, enhancing, and safeguarding the school's infrastructure and environment to ensure its long-term functionality and sustainability.

#### **Brief of Duties and Responsibilities:**

1. Preparation of in-house tender documents for renovation and new works with estimate and budget, floating of tenders, preparation of comparative statements, negotiation, putting up papers for finalization of the contract, issuing of the work order, and monitoring the project in terms of execution and quality control as also preparation of bills including certification.
2. Entire filing work and its maintenance for all activities / Documentation work.
3. Plan, direct, and manage the operation and construction of various ongoing projects at the school campus that can range from small-scale repair, renovation, and maintenance of the campus and also taking up new projects.
4. Assist the School Architect in the preparation of BOQ and working drawings by providing him with specific information required for the same in all major/ minor projects.
5. Preparation of yearly maintenance budget for civil, sanitary, and electrical works,
6. Looking after complete civil, and electrical, cleaning of underground and overhead tanks, and sanitary and plumbing maintenance in the whole campus.
7. Inspect project sites to monitor the progress and ensure conformance to design specifications and safety standards. Making sure sites meet legal guidelines and reporting the same to the higher school authorities.
8. Coordination with Architects, Structure Consultants, related agencies, and with all AMC vendors (Solar, RO & Softener, and DG sets.) too.

9. Efficient management of labour deployment, attendance, and reduction of labour cost wherever possible.
10. Responsible for adherence to Government Compliances and norms related to buildings in particular with respect to the requirements of the educational Board(s) if any.
11. Carry out annual stock-taking of PWD stores and assets.
12. Liaisoning with Government offices/agencies.
13. Coordination with Carpentry, Glass, and Metal workshops during the prize-giving function and other cultural activities around the year.
14. Looking after sanitation & plumbing maintenance in golf course / ecological park.
15. Any other job assigned by the Principal / Vice-Principal / Bursar in the interest of the school/ institution.