JOB DESCRIPTION FORM

Position:	Civil Engineer **-** Site Supervisor

Organizational Information:	**Department:**	Finishing
	Project:	North Macedonia Corridor 8 & 10d Motorway Project
	Immediate Supervisor:	Finishing Works Manager
	Reporting Position(s):	-

Summary:	Civil engineers design, build, supervise, operate, construct and maintain infrastructure of motorway project.
Primary Responsibilities:	• Supervise and monitor on-site construction activities and labor. • Ensure work is performed according to approved drawings, specifications, and standards. • Enforce health and safety protocols and ensure compliance with all legal regulations. • Inspect materials, work progress, and quality of workmanship. • Maintain daily site logs and prepare reports on work progress, incidents, and delays. • Manage site schedules, attend project meetings, and provide updates. • Resolve any unexpected technical issues or delays on-site. • Monitor usage of materials and prevent wastage. • Assist with planning and layout of construction tasks and resource allocation. • Develop and submit the request for inspection and approval (RIA) and submit it to the owner engineers • Create and follow up on Material Request as requested by site personnel or management. • Assist office technical supervisors as needed in maintain construction logs and report quantities as requested

Job Requirements:	**Education Level:**	Bachelors in Science
	Discipline:	Civil Engineering
	Foreign Language:	English (Advanced)
	Computer Skills:	MS Office, AutoCAD Civil 3D
	Functional Competencies (*Technical Knowledge and Skills*):	Driver License(B,C,D)
	Experience:	0-2 Year of Engineering Experience
	Job Location:	Prilep
	Other:	