



JOB DESCRIPTION

A IDENTIFICATION INFORMATION

- A1 Job title:** Superintendent Civil
- A2 Department/Programme:** Projects
- A3 Section/Project:** Projects
- A4 Reports to (position):** Civil Manager
- A5 Supervises (Name of Positions):** Supervisor Civil

B JOB DESCRIPTION

B1 Overall purpose of the job.

Overseer civil & building construction activities, ensuring projects are completed on time. within budget and require quality standards while adhering to safety procedures.

Key Responsibilities

- Oversee all aspects of the project & maintenance activity including planning schedules & budgets for all carpentry & construction works.
- Coordinate & supervise internal construction team, carpenters, carpentry workshop, subcontractors ensuring they meet project requirements.
- Responsible for coordinating the work of subcontractors, managing resources & Implementing quality control measures.
- Responsible for coordinating with internal sections to complete the projects in all aspects.
- Implement and Manage quality control programs to ensure work meets specifications.
- Manage resource effectively including personnel, equipment and material.
- Communicate effectively with HOS, HOD, clients, subcontractors & other stakeholders.
- Identify and resolve issues that may arise during the project execution.
- Provide regular progress reports to project Manager & HOD.
- Perform any other duties as may be assigned by the civil Manager

TECHNICAL SKILLS

- Knowledge in preparing Site feasibility report, BOQ, Drawing and Material requirement list with quantity.
- Knowledge in preparing work program & schedule for minor projects.
- Knowledge in preparing estimates for House Repair & maintenance works.
- Knowledge in Carpentry, Plumbing & Painting works and site experience.
- Knowledge in Purchase & procurement process and stores process of material issuance.
- Knowledge in Inspection of construction materials such as Blocks, Slabs & Poles.

- Knowledge in Inspection of Plumbing, Painting materials & MS structural materials as per BOQ & BOM.
- Knowledge in fabrication of MS structural items and Shed.
- Knowledge to understand the estate water distribution system.

MANAGEMENT SKILLS

- Team leading & resource management (Manpower, Materials, Tools and etc.,)
- Maintaining & ensuring the all sections daily activity log book (Carpentry, Mason, Plumbing and Painting)
- Daily allocation of activity to the workers, supervising & reporting of maintenance works.
- Scheduling the weekend activity to the workers and ensuring the works progress.
- Monitoring and reporting the site activity, repair works activity and daily work progress.
- Projects to be executed as single handed from Ground work to Finishing and hand over.
- Ensuring the resource availability for the projects (On going and Planned projects)
- Should be pro-active with the management.
- Ensure the transport allocation & booking of transport facility in advance to shift the materials to site.
- Travel within Uganda for any projects and manage it as single handed.
- To be accountable for all the resources at site.
- Ability to follow up with Inter & Intra department for materials delivery & purchase process

C Knowledge, qualifications & Experience

C1.1 Education:

Bachelor's degree in civil Engineering from a recognised institution, AutoCAD, MS Package & Mail communication system

C1.2 Experience, Skills and Competences:

A minimum of Eight (8) years in civil construction, carpentry & furniture works. Ability to read construction blueprints, highly organised with strong attention to detail, ability to manage multiple projects with urgent deadlines. Good task allocation and supervisory skills, good record keeping, report writing skills and good communication skills.

Communication Skills: The position demands constant interactions with employees, management, and stakeholders throughout the business and, therefore, communication skills are an absolute necessity.

Ms Office: A candidate for this position must be proficient in the use of CAD, Ms Word, Ms Excel, and PowerPoint, all necessary for the creation of not only visually but verbally engaging materials, reports, presentations, and proposals for departmental heads and management, stakeholders.

Analytical Skills: A candidate for this position must be capable of gathering and interpreting raw information and data, documenting findings, and drawing appropriate recommendations.

Interpersonal Skills: The candidate must be a helpful, calm and professional individual and demonstrate calmness during times of uncertainty.

People Skills: individual who is able to garner the trust and respect of departmental heads and management.