

**Job Title:** Civil Engineer (Jr./Sr.)

**Location:** Solan, Himachal Pradesh

**Department:** Projects

**Job Type:** Full-Time

**Experience Required:** 3–6 years (preferred in government/EPC projects)

**Industry:** Infrastructure / EPC / Government Contracting

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## Job Summary

We are looking for a skilled and responsible **Civil Engineer** to join our on-site project execution team for infrastructure and civil works in Solan, Himachal Pradesh. The candidate will be involved in managing site activities, structural work, billing, measurements, coordination with government officials, and ensuring timely delivery as per contractual obligations.

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## Key Responsibilities

- **Site Supervision & Execution**
  - Oversee day-to-day site execution activities in line with design specifications and work schedules.
  - Monitor civil, structural, and steel-related works including foundations, retaining structures, platforms, etc.
  - Ensure work quality and safety compliance at all times.
- **Measurement & Billing**
  - Record daily measurements and maintain Measurement Books (MB).
  - Prepare and verify RA (Running Account) bills for submission to government departments or clients.
  - Coordinate with internal billing team for documentation and verification.
- **Client Coordination & Liasoning**
  - Interact with client engineers, third-party consultants, and government officials to ensure approvals, clearances, and smooth execution.
  - Attend site meetings, inspections, and joint measurements as needed.
- **Planning & Documentation**
  - Prepare daily, weekly, and monthly progress reports.
  - Maintain all technical documentation, DPRs, quality control reports, and as-built drawings.
  - Maintain site registers and record all relevant data for audits and project tracking.

- **Material & Resource Management**

- Coordinate with procurement and store departments for material availability.
- Ensure minimal wastage and proper resource utilization on site.

- **Team Coordination**

- Supervise site foremen, labor teams, and subcontractors.
- Ensure timely work progress and resolve execution issues.

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## Key Skills & Qualifications

- B.E./B.Tech or Diploma in Civil Engineering.
- 3–6 years of experience in government/infrastructure/EPC projects (preferred).
- Proven experience in **steel structures, civil foundations, and public utility projects**.
- Expertise in **billing, BOQ analysis, and rate justifications**.
- Strong knowledge of **measurement practices, IS codes, and CPWD/State PWD norms**.
- Good communication and interpersonal skills for client handling and team leadership.
- Proficient in MS Excel, AutoCAD, and relevant project management tools.
- Knowledge of safety and quality control procedures on government project sites.

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## Preferred Attributes

- Prior experience working in **hilly terrain or Himalayan regions** is an advantage.
- Familiarity with **government tender procedures**, contract clauses, and escalation processes.
- Ability to work independently and under pressure.
- Flexibility to relocate near project sites and travel as required.

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## Remuneration

As per industry standards, commensurate with experience and skillset. Accommodation may be provided near the site if required.

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You can also share your resume (with a covering letter) to [careers@uniproinfra.com](mailto:careers@uniproinfra.com)