

Job Title: Planning Engineer

Location: Kolkata (West Bengal) & Mandi (Himachal Pradesh)

Department: Project Planning & Control

Employment Type: Full-Time

Experience Required : 3–10 years in project planning and control

Industry: Infrastructure / EPC / Government Contracts

Job Overview:

We are seeking experienced and detail-oriented **Planning Engineers** to support project scheduling, resource planning, and progress tracking for our government infrastructure projects. The role will be responsible for developing comprehensive construction schedules, monitoring project performance, and ensuring compliance with contract timelines and deliverables.

Key Responsibilities:

- **Project Planning & Scheduling**

- Prepare and update project schedules using tools like Primavera P6 and/or MS Project.
- Develop baseline programs, resource-loaded schedules, and cash flow projections.
- Coordinate with project managers, site engineers, and procurement teams to gather inputs.
- Define Work Breakdown Structures (WBS) and map activities with milestones.

- **Monitoring & Reporting**

- Track daily, weekly, and monthly progress against planned schedules.
- Prepare S-curves, progress reports, delay analysis, and deviation reports.
- Maintain look-ahead schedules to highlight potential delays and resource bottlenecks.
- Conduct regular site visits and interface with site teams to verify actual progress.

- **Resource & Cost Planning**

- Assist in material, manpower, and machinery planning aligned with project timelines.
- Provide inputs for cost control and budget forecasts based on schedule trends.
- Work closely with the commercial/billing team to align schedules with running bills.

- **Coordination & Compliance**

- Liaise with client engineers, consultants, and local authorities for schedule approvals and revisions.
- Participate in review meetings and present planning updates, recovery plans, and extensions of time (EoT).
- Ensure documentation complies with CPWD/SOR, MoRTH, or relevant state-specific tender guidelines.

- **Risk Management**

- Identify schedule risks and assist in mitigation planning.
- Analyze delays (critical/non-critical) and support in claims and contractual defense.

Key Skills & Competencies:

- Proficiency in Primavera P6, MS Project, MS Excel, AutoCAD (basic layout comprehension)
- Sound understanding of CPM (Critical Path Method) and EVM (Earned Value Management)
- Familiarity with CPWD, PWD, and government tendering norms
- Strong knowledge of BOQ, SORs, contract clauses, and site execution workflows
- Excellent analytical and documentation skills
- Effective communication and coordination abilities
- Ability to adapt to site-based roles in both urban and remote/rural environments

Educational Qualifications:

- B.Tech/B.E. in Civil Engineering (mandatory)
- Additional certification in Project Planning / Primavera / PMP is preferred

Remuneration:

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

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