


JOB DESCRIPTION		
Designation:	Senior Executive (Civil Engineer)	
Department:	Technical Division	
Responsible to:	Divisional Manager	
Basic Functions	Civil Engineering, Permitting, Architecture	

1. Functions

The Senior Executive (Civil Engineer) will be required to:

- Oversee our construction projects to ensure that structures are safe and strong and provide technical advice to construction workers and subcontractors.
- Ensure proper management of operations, maintenance and projects within the Company as may be delegated to him by his direct superior.
- Contribute to ensure proper execution of the civil works related to the Gas Pipeline, Electrical Interconnector Projects and any other projects entrusted to the company in the timeframes established.
- Liaise with colleagues as to obtain and maintain the necessary permits, standards and licenses to install and operate the gas pipeline and the electrical cable link interconnection project.
- Implementing and monitoring plans and objectives as directed by his senior.
- Coordinate with teams of professionals and subcontractors to achieve the Company's goals.
- Follow control standards and procedures established by the Company to ensure efficient and effective functioning and safety in gas transmission and associated mechanical and electrical auxiliaries.
- Act under the general guidance of management and as directed by superiors in accordance with the established organisational hierarchy.
- Liaise with ICM's technical and regulatory team to setup, implement and operate a national technical gas and electricity network code.

2. Duties

The Senior Executive (Civil Engineer) will be expected to:

- Check execution on construction site and approve completion (execution, invoicing, parts of contract)
- Coordinate the different stages of execution on a construction site. Follow-up of costs and progress.
- Manage construction site projects
- Select and consult suppliers and (sub-)contractors
- Classify and update documents, data and document archives
- Function within team or organization
- Check compliance with public funds regulations by decentralized administrations, government and benefiting institutions
- Draw up specification sheets / terms of reference, technical files, execution and tender dossiers
- Determine goals and means of government action programmes.
- Define strategies/regional actions according to ministerial instructions in consultation with local authorities/services
- Encourage projects on a local, regional, European level. Manage the progress of projects
- Check execution on construction site and approve completion (execution, invoicing, parts of contract ...)
- Coordinate team activities.
- Coordinate the different stages of execution on a construction site.
- Follow-up of costs and progress.
- Design buildings
- Draw up building or development plan of a building/place according to assignment or needs
- Draw up feasibility study, design building or development project of landscape

- Handle building permit application before submitting it to authorities
- Inspect buildings at private persons' request (risk of collapse, insulation)
- Manage construction site projects
- Plan general design of an architectural project and develop models.
- Determine the criteria (cost, term, method, etc)
- Present and argue project based on 3d-models
- Handle building permit application before submitting it to the authority, council or government services
- Take measurements and reconstruct original plans of existing project
- Prepare reports, designs, and drawings.
- Make calculations about pressures, loads, and stresses and design structures
- Create structural models by using computer-aided design software
- Analyze configurations of the basic components of a structure.
- Measure loads and pressures caused by environmental or human influence
- Follow construction safety guidelines
- Choose appropriate materials based on structural specifications
- Consider the strength of construction materials and select appropriately.
- Monitor on-site construction processes and supervise construction work to ensure structural soundness
- Prepare and allocate budgets
- Prepare and estimate Bills of Quantities
- Track and report on project progress
- Collaborate with contractors and project managers
- Inspect properties to evaluate the conditions and foundations.
- Contribute to the coordination and management of the Melita TransGas Pipeline project and The Electrical Interconnector project as required by management.

- Support the technical team in the execution of the technical and environmental studies in connection with the project/s of ICM
- Review reports/documentation in relation to engineering design, marine surveys, engineering reports, and environmental studies required as part of the permitting, and commissioning of the projects.
- Write reports, bulletins, and newsletters.
- Prepare presentations to groups of employees/managers and competent authorities.
- Aid the team in the preparation of specifications and contract documents in accordance with the Public Procurement Regulations, Company's policies and procedures
- Aid the team to formulate tender evaluation reports for services and works related with the project and company's requirements
- Certify materials, buildings and authorizes issue of materials, using systems and procedures specified by the Company.
- Carry out site work and supervision on the Company's assets.
- Formulates and updates policies, processes, and operating procedures of a technical and operational nature as directed by the CEO or his/her delegate.
- Setup Operating and Maintenance procedures for all appropriate activities.
- Take all the necessary action to safeguard and limit the damage to the plant in case of emergencies.
- Use and update information management systems provided by the Company.
- Keep proper and timely records related to the projects falling under his/her responsibility in accordance with the established reporting and control policies of the Company.
- Prepare reports relevant to external agencies and authorities, for obtaining permits and/or approvals as required by the Company.
- Ensure that performance standards by all personnel under his/her responsibility are consistently maintained.
- Ensure that staff and resources are professionally managed to encourage a flexible organisational system and structure that is responsive and pro-active in relation to changing requirements.
- Participate, as required, in meetings in Malta and abroad.
- Participate in any project audit which may be carried out by independent auditors and/or the EU Commission.

- Participate in the coordination of the projects' related contracts throughout their drafting, tendering, adjudication and execution phases.
- Form part of Project Monitoring Board relating to the execution of contracts and actions.
- Provide, as directed, support to all stakeholders in the drafting of their administrative and financial reporting requirements under the project/s;
- Support as necessary, the general administration of the project.
- Participate, as required, in technical workshops and stakeholder/public events.
- Assist in developing project reporting tools and the assessment of project status information in order to highlight any deviations from planned objectives and identify the necessary corrective action.
- Support the preparation of reports and other documentation related to the implementation of the Projects.
- Approve, write, review, implement, report, and prepare technical documentation aligned to this job description before being published by the Company.
- Build a strong relationship with key personnel and subcontractors to facilitate the achievement of goals by providing ongoing feedback, training and coaching.
- Interface with other department for support requirements and documentation.
- Timely reporting to direct superior on issues and incidents that impact personnel or pipe line availability.
- Submit yearly O&M plans and budget to direct superior for his/her approval.
- Submit a monthly expenditure forecast to plant manager for his/her approval.

3. Other Requirements

- Ensures that replies to all type of internal and external communication are delivered as determined by the Company in a timely manner.
- Is ready to travel for meetings, witnessing and training according to working exigencies
- Be available to work on shift basis or available for 24/7 on call duties as may be required by the Company from time to time.
- Makes use of any software and/or system that may be introduced by the Company;

- Ensures high quality and standard of work and service throughout as specified in the Company's policies.
- Ensures collaboration and dialogue with colleagues and other professionals within the Company and with other external entities and authorities for the effective and efficient execution of duties.
- A thorough understanding of the relevant technology and good practical skills.
- Is able to work under pressure and only in exceptional emergency cases officers should be willing to work hours after the normal working time but within the legal limits
- Be able to work independently taking own initiative within company policy.
- Participates as an effective member of teams and have the ability to supervise groups of technical staff.
- Persistence to pursue recurring problems relentlessly until a solution is found.
- Act in accordance with public procurement regulations.
- May be assigned to train and work in other sections according to his/her grade and relative current position as per the exigencies of the Company

4. Training and Self Improvement

The Senior Executive (Civil Engineer) is expected to:

- Maintain high ethical and moral standards.
- Have a valid driving license (Group B) and will be required to drive a vehicle if required to carry out the designated duties
- Keep abreast with developments in the policy area to which he / she is assigned.
- Keep abreast with good practice in civil engineering practices and developments.
- Keep abreast with quantitative research methods.
- Keep abreast on project management methodology.
- Keep abreast on performance management methodology.
- Keep abreast with the software that the Company may introduce from time to time.
- Keep abreast on communication strategy design and implementation methodology.

- Keep up-to-date with the knowledge of EU Gas regulations, Local Laws, Technical Standards, ISO & EN Standards and work practice through self-taught and refresher courses.
- Keep up-to-date with all equipment as well as technology advances.
- Expected to demonstrate competence on a continuing basis.

5.0 Organizational Relationships

Reports to the Divisional Manager, or delegate, and as may be instructed from time to time by the CEO.

6.0 Knowledge

Due consideration shall be given to applicants who possess working knowledge of:

Project Management
Civil Engineering
Permitting

7.0 Qualifications

The Senior Executive (Civil Engineering) must:

- Be in possession of a warrant to practise as a Perit in Malta