

Work Supervisor/Site Supervisor (Civil)

Title of Position:	Work Supervisor/ Site Supervisor
Position Level	Operational
Reports to:	EIC/ Shift Engineers (EE/AEE/AE) Civil
Job Summary:	
The work Supervisor will assist the Engineer-In-Charge and Shift Engineer in the supervision of all construction works and maintain proper records of site activities in the Daily Progress Report (DPR) register. The Supervisor shall discuss issues related to work planning and execution at sites with the Shift Engineer and the Contractor and work efficiently to ensure timely completion without compromising the quality.	
Key Responsibilities:	
<ul style="list-style-type: none">▪ Checking/passing the payments as per norms of DoP and Contract documents.▪ Ensures timely payment to the payment receivers within 2 to 3 days from the date of receiving bills from the respective functions.▪ Timely payment to external agencies before due date/deadlines.▪ Monthly remittance of Taxes to the Department of Revenue and Customs office.▪ Monitor and ensure expenditure of project funding is made in accordance with DGPC Missions and Visions.▪ Check budget lines to ensure that all transactions are correctly booked to the correct budget lines.▪ Ensures proper documentation against each payment released.▪ Be in a position to clarify against the adjustment entries, you have passed.▪ Be accurate, transparent, accountable, and responsible for the work assigned by the supervisors.▪ Updating Accounts Payable/accounts receivable of DGPC and making timely reports to the concerned authorities.▪ Be conversant with the taxes and duties of the Royal Government of Bhutan.▪ The company's revenue should be deposited immediately.▪ Timely submission of reports/financial data as and when required by the GM (Finance & CFO)▪ Work as a team, with No fear, No Doubt, and in the interest of the Project▪ Any other works assigned from time to time.	
Reporting	
<ul style="list-style-type: none">• Report directly to the GM (Finance), and timely report to the concerned authorities on accounts payable/receivable of DGPC & its subsidiaries/projects.	
Key Performance Indicators	

- Display of skills and knowledge in works
- Active hands-on participation in works
- Regularity, devotion to duty, and motivation to perform
- Non-deviation of works from the design
- No issue with work quality
- Effective cooperation and coordination with engineers and workers

Qualification, Key Skills, and Competencies:

- Class XII passed with 2-year certification course in Civil/Mason/Construction or Class 10 passed with BQE/RPL in Civil/Mason/Construction
- Preference will be given to those having experiences in hydropower

Key Skills and Competencies:

- Possess sound experiences in various civil and mechanical works such as underground excavation, concreting, building works, road works, metal works welding, heating, cutting, grinding, etc.;
- Physical fit to work at construction sites with height and in day and night shift systems;
- Conversant with health and safety rules and regulations;
- Devotion to duty and motivation to perform;
- Amenable and capable of performing any of the duties assigned.