

1. Purpose of the Role

The Site Engineer is responsible for supervising and coordinating day-to-day construction activities at the assigned PAQ Construction project site. The role ensures works are executed in line with approved drawings and project specifications, manages site resources and records, upholds quality and HSE requirements, and supports the project through to testing, handover and close-out.

2. Position Overview

Item	Detail
Position Title	Site Engineer
Organisation	PAQ Construction
Department	Project Management
Reports To	Construction Project Manager / Project Engineer

3. Key Responsibilities

The Site Engineer will be responsible for the following:

#	Area	Responsibility
01	Site Supervision	Supervise and coordinate day-to-day construction activities at the assigned project site.
02	Conformance to Design	Ensure construction works are carried out according to approved drawings, specifications, method statements, and project requirements.
03	Technical Guidance	Review construction drawings and provide technical guidance to supervisors, foremen, subcontractors, and site workers.
04	Activity Planning	Plan daily and weekly site activities in coordination with the Project Manager and other project personnel.
05	Progress Monitoring	Monitor work progress and ensure activities are completed according to the approved project timelines.
06	Resource Management	Monitor manpower, materials, equipment, and other site resources and report shortages or requirements in advance.
07	Quality Inspection	Inspect completed works and ensure required quality standards are maintained.

#	Area	Responsibility
08	Site Coordination	Coordinate material requirements, inspections, technical submissions, and site activities with relevant departments and stakeholders.
09	Problem Solving	Identify technical or site issues and recommend appropriate solutions to avoid delays.
10	Site Records	Maintain site records, including daily progress, manpower, materials, inspections, and completed works.
11	Quality & HSE Compliance	Ensure contractors, subcontractors, and workers comply with applicable Quality and HSE requirements.
12	Consultant Liaison	Coordinate with consultants and participate in site inspections and project meetings as required.
13	Completion & Handover	Assist with measurements, testing, commissioning, defect rectification, project handover, and close-out activities.
14	Progress Reporting	Prepare and submit regular site progress reports to the Project Manager.

4. Qualifications & Requirements

4.1 Education & Experience

Item	Detail
Education	Bachelor's Degree or Diploma in Civil Engineering, Construction Engineering, or a related field.
Experience	Minimum 2–3 years of relevant construction/site experience.

4.2 Knowledge & Technical Skills

- Good knowledge of construction methods, materials, site supervision, and quality control.
- Ability to read and interpret architectural, structural, and construction drawings.
- Ability to coordinate workers, subcontractors, materials, and daily site activities.
- Knowledge of construction HSE requirements and safe working practices.
- Proficiency in AutoCAD, MS Office, and relevant engineering software.

4.3 Core Competencies

- Good communication, coordination, reporting, and problem-solving skills.
- Ability to work on project sites and meet construction deadlines.