

Brief Job Description

Designation : Manager (Planning- Electrical/OHE)

Division/Location : Railway

Department : Project Execution – OHE

Reporting to – Project Manager

Summary: Responsible for planning and monitoring of the activities of overhead electrification and construction of associated works such as Traction Substation & Switching Station, supporting the Project Manager in the day to day management as well as preparing and maintaining the MIS reports, preparation of Invoice for submission to client..

Area of responsibilities :

1. Planning, Scheduling, Monitoring, Coordination of all construction activities of railway electrification works
2. Preparation of detailed and baseline installation program for OHE, TSS & SSP works
3. Integrating the project plans with resource and material requirements to meet the client's project schedule.
4. Management of the above work program in coordination with PMC.
5. Preparation of daily/weekly/monthly progress report and MIS reports. Attending meetings, writing reports and giving presentations to Project Manager and client.
6. Finalize the work requirements and specifications with close coordination with PMC/Client and the construction team, estimate the project value & conduct cost benefit analysis.
7. Keeping a close check on the milestone schedule review/approval.
8. Preparation of Running Account Bills for submission to PMC/client and follow up for realization of payment.
9. To verify measurement of quantities of works executed by subcontractors and checking of payment certificate to contractors

-Competences:

Good Estimation Skills

Problem Solving

Team spirit approach

Good Communication Skills

Skills:

Technical knowledge of overhead electrification works.

Experience in Planning & Monitoring.

Knowledge in Planning Software.

Education:

BE/Btech/Diploma Civil

Experience : 7 to 10 years experience.