

ROYAL GOVERNMENT OF BHUTAN
ROYAL CIVIL SERVICE COMMISSION

POSITION DESCRIPTION

1. JOB IDENTIFICATION:

- 1.1 **Position Title:** **Engineer**
- 1.2 **Position Level:** **P4**
- 1.3 **Major Group:** **Architecture & Engineering Services**
 Group
- 1.4 **Sub-Group:** **Engineering Services**
- 1.5 **Job Code No.:** **02.200.05**
- 1.6 **Job Location (*Complete as appropriate*):**
 Ministry: _____; **Department:** _____; **Division:** _____;
 Section: _____; **Unit:** _____.
- 1.7 **Title of First Level Supervisor (*Official title of the Supervisor*):** **Deputy**
 Executive Engineer.
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2 PURPOSE, DUTIES & RESPONSIBILITIES (*Describe the main duties and responsibilities, indicating what is done and how it is done. Duties should be presented in decreasing order of percentage of time spent on them, or in order of relative importance*):

Purpose: To perform the engineering functions of survey, design, estimates and supervision that are required for the execution of projects.

Duties & Responsibilities	% Of Time
● Participates in the preparation of plans and specifications for infrastructure/services projects	
● Researches project design requirements	
● Prepares designs, drawings and estimates of engineering projects	
● Prepares estimates for new or modified services and projects	
● Monitors physical implementation and provides quality control supervision to programs and projects	

<ul style="list-style-type: none"> Carries out physical verification and ensures all constructions are as per the design drawings 	
<ul style="list-style-type: none"> Scrutinizes structural drawings and estimates for proposed projects 	
<ul style="list-style-type: none"> Prepares specifications of materials and works 	
<ul style="list-style-type: none"> Prepares analysis of rates 	
<ul style="list-style-type: none"> Prepares tender documents for civil works and goods 	
<ul style="list-style-type: none"> Assists in the administration of contracts for engineering projects 	
<ul style="list-style-type: none"> Reviews technical sanction for works and goods 	
<ul style="list-style-type: none"> Evaluates tender bids and technical proposals 	
<ul style="list-style-type: none"> Assists in selection and engagement of consultants for projects 	
<ul style="list-style-type: none"> Conducts laboratory testing of materials 	
<ul style="list-style-type: none"> Carries out sub-soil investigations 	
<ul style="list-style-type: none"> Performs EIA of projects and programmes 	

3 KNOWLEDGE AND SKILLS REQUIREMENTS *(Minimum requirement for performance of work described – Level of Knowledge, Skill and Ability):*

3.1 Education: Bachelors in Engineering

3.2 Training:

3.3 Length and type of practical experience required: Entry

3.4 Knowledge of language(s) and other specialized requirements: He/she should have good command over written and spoken Dzongkha as well as English. Knowledge of other dialects of the country would be considered as added advantage

4 COMPLEXITY OF WORK *(The nature, number and intricacy of tasks, steps, processes or methods involved in work; difficulty and originality involved in work):*

The duties of an Engineer require the application of complex engineering principles into practice in the field. Substantial analysis using complex software programs is required in the study and design of projects. The difficulty of work is

further compounded by the non-correspondence of theoretical data and formulae to actual ground situations. Design of structures and projects require thorough knowledge of the design principles and estimation of projects require a thorough and laborious approach to ensure that no items are left out which could later lead to cost overruns and disputes with the contractors. Supervision of works entails the interpretation of vague and not easily understood contract clauses that are read differently by the engineers and the contractors often leading to disputes.

5 SCOPE AND EFFECT OF WORK *(Describe the purpose, breadth of work performance, and the effect the work has on the work of others or the functions of the organization):*

The work of an Engineer involves establishing design criteria in the absence of accepted parameters through empirical relations, which form major inputs into the formulation of projects. This would have an impact on all other design works carried out by professionals in other organizations, government or private. The rates of works and the specifications that are prepared are used extensively in the preparation of projects and their costs throughout the country by both the government as well as the private sector.

6 INSTRUCTIONS AND GUIDELINES AVAILABLE

6.1 Instructions: *(Describe controls exercised over the work by the superior; how work is assigned, reviewed and evaluated)*

The supervisor provides objectives, priorities and targets and assists him when he faces problems. He then plans and conducts his work according to accepted engineering principles through extensive utilization of analytical procedures. Completed work is checked for technical soundness.

6.2 Guidelines: *(Indicate which written or unwritten guidelines are available, and the extent to which the employees may interpret, adapt or devise new guidelines):*

Guidelines are available in the form of Engineering Codes and Standards, Traditional Architectural Guidelines, and other reference books and guides.

- 7 **WORK RELATIONSHIP** *(Indicate the frequency, nature and purpose of contacts with others within and outside the assigned organization other than contacts with superiors):*

Personal contacts are with other professionals from both within and outside the organization working in similar technical fields to discuss issues common to their technical field. There would be contacts with contractors and their representatives during the implementation of projects and with general members of the public that rely on the services and infrastructure provided.

- 8 **SUPERVISION OVER OTHERS** *(Describe responsibility for supervision of other employees, including the nature of supervisory responsibilities and classification and number of subordinates):*

Plans, directs and co-ordinates the work of two or more units of junior engineers working in the field. The work may involve multi-unit program co-ordination and evaluation.

- 9 **JOB ENVIRONMENT** *(Describe physical exertion required, such as walking, standing, lifting heavy objects, etc., and/or any risks or discomforts such as exposure to chemicals, climbing to heights, extreme weather conditions, or other severe discomforts):*

The work involves frequent visits to the project sites to ensure the quality of work supervised by his subordinates and the conformity to project schedules and targets. It involves physical exertion and the constant exposure to extreme weather conditions, or exposure to irritant chemicals or other risks and discomforts greater than average exposure.