

<b>Company</b>		<b>Effectivity Date</b>
ARDC		January 1, 2024
<b>Department</b>		<b>Revision No</b>
Operations		Version 1
<b>JOB DESCRIPTION</b>		

<b>Job Title:</b>	Project-in-Charge (Horizontal Construction)
<b>Department:</b>	Operations
<b>Level:</b>	Supervisory
<b>Reporting to:</b>	AVP, Operations
<b>Direct Report:</b>	-
<b>Internal Clients:</b>	-
<b>External Clients:</b>	Suppliers, Contractors

**Responsibilities:** Conduct daily inspection of construction of each item of work. Responsible for the sector of a project assigned as to technical quality and quantity of work accomplished.

Monitors the progress in the construction of projects.

Estimates the materials needed for actual construction.

Inspects contractors' work during billing time.

Prepares the requisition of materials.

Monitors maintenance and security of the project.

Monitors the assignment of utilities.

Update as-built plans.

**Qualifications:**

**Education:** Bachelor's degree in Civil Engineering  
Preferably a Licensed Civil Engineer

**Experience:** Minimum 3-5 years experience in land development projects.