

Company		Effectivity Date
ARDC		January 1, 2024
Department		Revision No
Operations		Version 1
JOB DESCRIPTION		

Job Title:	Project-in-Charge (Vertical Construction)
Department:	Operations
Level:	Supervisory
Reporting to:	AVP, Operations
Direct Report:	-
Internal Clients:	-
External Clients:	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
Must be a Licensed Civil Engineer

Experience: Minimum 5 years experience in vertical/condominium projects.