

**Job Title:** Site Engineer / Site Supervisor

**Project Type:** Premium Residential House Construction (Gated Community)

**Location:** Indore

**Reporting To:** Project Manager / Owner

**Experience Required:** Minimum 5 years in residential construction supervision

**Qualification:** B.E./Diploma in Civil Engineering (First Class throughout preferred)

**Salary Range:** ₹25,000 – ₹35,000 per month (Negotiable based on experience)

---

## **Job Summary:**

We are looking for an experienced and detail-oriented **Site Engineer / Site Supervisor** to manage the construction of a high-quality residential home within a gated community. The candidate must possess a strong civil engineering background, hands-on site supervision skills, and a commitment to quality and timelines. Proficiency in MS Word and Excel is essential for documentation and reporting.

---

## **Key Responsibilities:**

### **1. Site Supervision & Execution**

- Monitor daily site operations to ensure construction aligns with approved drawings and technical specifications.
- Uphold high standards for both structural and finishing work.

### **2. Community Compliance**

- Ensure compliance with gated community construction norms.
- Liaise with RWA or maintenance teams for necessary permissions and coordination.

### **3. Contractor & Vendor Management**

- Coordinate and supervise contractors across civil, electrical, plumbing, and interior works.
- Ensure timely availability of labor, materials, and tools.

### **4. Project Monitoring & Reporting**

- Track progress, highlight delays, and prepare periodic updates for the project manager/owner.
- Identify risks and suggest mitigation measures proactively.

### **5. Safety & Cleanliness**

- Enforce on-site safety standards and ensure cleanliness to avoid inconvenience to neighbouring residents.

## **6. Quality & Material Oversight**

- Conduct inspections to verify the quality of materials and workmanship.
- Prevent wastage and ensure proper handling and storage of materials.

## **7. Documentation & Billing Support**

- Maintain daily logs, site attendance, and measurement books.
- Assist in verification of contractor/vendor bills and measurements.

## **8. Consultant & Architect Coordination**

- Act as the on-site liaison for architects, designers, and consultants.
- Ensure effective implementation of design intent and specifications.

---

## **Key Skills & Competencies:**

- Strong technical knowledge of civil construction and finishing works
- Ability to read and interpret engineering drawings
- Excellent communication and coordination abilities
- Proficient in MS Word and Excel
- Familiarity with gated community construction guidelines
- Proactive, organized, and solution-oriented approach