



PUNJAB PUBLIC SERVICE COMMISSION
LDA PLAZA- Edgerton Road, Near Aiwan-e-Iqbal, Lahore

JOB DESCRIPTION FOR RECRUITMENT TO ONE (01) POST OF ASSISTANT ENGINEER (BUILDINGS) (BS-17) ON CONTRACT BASIS FOR THE PERIOD OF 03-YEARS IN THE PUNJAB FOOD AUTHORITY, FOOD DEPARTMENT (CASE NO: 22-RJ2023).

MAIN RESPONSIBILITIES AND TASKS

1. Report to Deputy Director (Admin).
2. Assisting in the planning, designing repair / maintenance of civil nature work and relevant construction.
3. Reviewing architectural and engineering plans, specifications, and technical documents to ensure compliance with building codes, regulations, and standards.
4. Conducting site inspections to verify compliance with approved plans, specifications, and construction practices.
5. Monitoring construction progress, quality and safety to ensure adherence to approved plans and specifications.
6. Coordinating with contractors, architects, engineers, and other stakeholders to resolve construction-related issues and ensure timely completion of projects.
7. Providing technical advice and support on building-related matters.
8. Participating in the selection and evaluation of contractors, vendors and suppliers for building construction and maintenance projects.
9. Preparing and maintaining documentation, reports, and records related to building repair / maintenance construction and maintenance activities.
10. Assisting in the development and implementation of building maintenance programs, including preventive maintenance, repairs, and renovations.

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