

ROLES AND RESPONSIBILITIES

For Interns:

- Maintain Drawing Control Index.
- Reviewing, filling QA/QC Checklist & Control documents.
- Update project documentation DPR, Labor Report.
- Create RFIs.
- Files documentation.
- To assist S.E. in maintaining the quality of all civil works such as concreting, masonry, plastering, flooring, etc.
- The intern should have knowledge of engineering standards and should be skilled at operating CAD systems and applications.
- Compile quality test reports.
- Reviewing complaints and resolving problems.

For Junior Engineers:

- Technical supervision of ongoing civil work
- Coordination with different contractors, agencies to maintain the project speed of construction work.
- To control wastage and to improve the quality of workmanship.
- To assist S.E. to work out the requirement of different materials, labour, tools, and equipment required for construction.
- To calculate the requirement of different material well in advance and inform it to S.E. / P.I.
- To assist S.E. in maintaining the quality of all civil works such as concreting, masonry, plastering, flooring, etc.
- To communicate all necessary instruction to supervisors and departmental labour.
- To assist S.E. in preparing bills of different contractors along with the measurement.
- To raise a memo to concerned agencies for minor / major wastage's occurred on site.
- To discuss the technical problems/drawings and execution difficulties with S.E./ P.I



- The functions of a civil engineer intern consist of preparing maps and plans; visiting sites to ensure proper installation of products, responding to queries of the public and other departments in a satisfactory manner, and performing the daily duties like issuance of permits and review of applications.
- A civil engineer intern has to perform a compilation of data and convert them into plans, make an estimation of the cost of materials, and read and interpret technical documents.
- The intern should have knowledge of engineering standards as well as state and local regulations and should be skilled at operating CAD systems and applications.
- A bachelor's degree in Civil Engineering is required for this position. A civil engineer intern should be apt to read blueprints and should be able to work independently on the task assigned.