



Institute of
Business Administration
Karachi

Leadership and Ideas for Tomorrow

Job Description – Electrical & Mechanical Supervisor

Reporting to Project Engineer his responsibilities shall be as under :-

- a) To supervise Electrical & Mechanical works on a daily basis and help address practical issues at project sites.
- b) To maintain close co-ordination with project management, consultants/electrical & mechanical consultants and contractors.
- c) To supervise directly projects which are without consultants' involvement i.e. security/pump room, ducting route, CEE interior etc.
- d) To co-ordinate various projects activities with IBA stakeholders, most importantly with ICT & City Campus electrical team so that unnecessary bottlenecks are avoided at the outset.
- e) To assist IBA contract management team to process & finalize the BoQs and final bills for the afore-mentioned projects thereby verifying electrical works.
- f) To ensure that quality control and quality assurance procedures are carried out by the Project Managers at project sites and report any deviation in quality to Project Engineer.
- g) To ensure that safety is being enforced by the project managers that maintained at project sites, contractors' workmen i.e. use of PPEs, proper barricading & sign boards, extra caution to be exercised when work is in progress in sensitive areas e.g., electrical rooms, server rooms etc.
- h) To prepare estimates & specifications for different projects on "As & When Required" basis.