

Term of Reference – Site Supervisor, TCO (Electrician)

Job Holder Name:	Designation: Site Supervisor, TCO Project
Job grade: A3	Directly reports to: PM, TCO Project

Job purpose {define the key aspects of the role briefly-why does the job exist?}

The holder is responsible for the supervision of all construction activities under TCO project. He/she shall be responsible for daily quality assurance, adherence to specifications and drawing, measurement of the completed works, maintenance of workmanship at site and reporting to the project team.

Key Responsibilities {define the key responsibilities of the job}

1. Assurance of quality of work at site.
 - i. Execution of electrical works at site as per the design drawing.
 - ii. Daily supervision at site.
 - iii. Ensure smooth progress of the work.
 - iv. Maintenance of quality of materials.
 - v. Ensure presence of adequate machineries at site.
 - vi. Supervision and reporting of work progress to the project manager.
2. Read Detail drawing and making sure its implementation at site.
3. Measurement and recording of the completed works at site.
4. Measurement of completed works for Bill payment.
5. Any other maintenance works thereafter under TCO project.

Other Areas of contribution {define the key areas of performance measurement}

- The job holder shall also contribute to other maintenance works under RED with the guidance and instructions from Head, RED.

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Experience & knowledge required {define the experience & knowledge required to do the job well}

- The job holder should have a minimum of vocational training in electrical engineering.
- The job holder should have adequate know-how knowledge of electrical engineering works.
- Should have at least minimum 1 year of experience in plumbing.

Complexity & judgment {define the job complexities & areas where judgments by job-holder are vital}

- Apart from technical knowledge, the job also requires good communication skill to execute the task effectively.
- The job requires multi-tasking abilities and the job holder should have overall knowledge of engineering works.

Signature