

# Advaithaa Infra – Job Description

## Senior Engineer – Projects (Planning & Execution)

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**Company:** Advaithaa Infra  
**Location:** Corporate Office – Hyderabad, Telangana  
**Department:** Projects & Engineering  
**Reports To:** Project Head / Managing Partner  
**Employment Type:** Full-time

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### 1. Position Overview

The **Senior Engineer – Projects (Planning & Execution)** provides technical leadership for end-to-end planning, coordination, and execution of Advaithaa Infra's real estate development projects, including plotting, civil infrastructure, and residential construction. This role requires strong project management expertise, technical proficiency, and commitment to delivering quality outcomes while maintaining timelines and optimizing costs. The Senior Engineer acts as the bridge between design, procurement, finance, and field execution teams to ensure project success across all phases.

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### 2. Key Responsibilities

#### A. Project Planning and Scheduling

- Develop comprehensive project schedules, milestones, and resource allocation plans aligned with sales and financial targets.
- Prepare detailed Work Breakdown Structures (WBS) and Critical Path Analysis for complex projects.
- Coordinate with architects, design consultants, and technical advisors for design approvals and specification finalization.
- Monitor schedule performance against baseline using advanced project management tools (MS Project, Primavera).
- Identify schedule risks and implement mitigation strategies to ensure timeline compliance.

- Prepare and present monthly progress reports to management and stakeholders.

## **B. Site Execution and Quality Control**

- Oversee day-to-day site operations, contractor activities, and labor performance management.
- Ensure all work complies with approved drawings, technical specifications, and quality standards.
- Conduct regular site inspections, quality audits, and progress reviews to maintain standards.
- Implement stringent quality control procedures and coordinate with quality assurance teams.
- Monitor material utilization, workmanship, and output quality against project specifications.
- Ensure strict compliance with safety protocols, statutory requirements, and environmental regulations on site.
- Maintain comprehensive site documentation including photographs, inspection reports, and quality records.

## **C. Coordination and Documentation Management**

- Liaise with design, procurement, accounts, and legal teams for seamless project execution.
- Prepare and maintain Daily Progress Reports (DPR), material reconciliation sheets, and cost control documentation.
- Process work certifications, bill measurements, and payment verifications with accuracy.
- Ensure RERA compliance documentation, municipal approvals, and statutory requirements are maintained.
- Coordinate with estimating teams for periodic cost analysis and value engineering reviews.
- Maintain organized project files and digital documentation for audit and compliance purposes.

## **D. Vendor and Contractor Management**

- Evaluate, select, and finalize contractors and vendors in coordination with procurement teams.
- Establish clear work orders, specifications, and performance expectations with contractors.
- Monitor contractor schedule adherence, quality compliance, and payment schedules.
- Conduct technical evaluations, rate analysis, and cost assessments for new works and variations.

- Manage contractor performance issues and implement corrective actions when required.
- Maintain healthy vendor relationships while ensuring cost effectiveness and quality standards.

## E. Cost, Time, and Quality Control (The Iron Triangle)

- Monitor project budgets and implement cost control measures to prevent cost overruns.
- Conduct value engineering analysis to optimize project costs without compromising quality.
- Maintain focus on delivering projects within defined timelines, budgets, and quality parameters.
- Prepare cost status reports and variance analysis for management review.
- Implement change management procedures for scope variations and ensure proper documentation.

## F. Risk Management and Problem Solving

- Identify potential project risks (schedule, cost, quality, safety) and develop mitigation strategies.
- Implement proactive solutions to site challenges and bottlenecks affecting project progress.
- Conduct root cause analysis for delays or quality issues and recommend corrective actions.
- Escalate critical issues to management with clear recommendations for resolution.
- Maintain detailed records of issues, decisions, and resolutions for future reference.

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# 3. Required Skills and Competencies

- **Civil Engineering Expertise:** Strong knowledge of civil construction, infrastructure development, finishing works, and real estate development methodologies.
- **Project Management:** Advanced proficiency in project planning, scheduling, resource management, and progress tracking.
- **Technical Software:** Expert-level proficiency in AutoCAD, MS Project/Primavera, Excel-based tracking, and Building Information Modeling (BIM) tools.
- **Financial Acumen:** Sound understanding of BOQ (Bill of Quantities), rate analysis, tendering, billing processes, and cost control principles.
- **Quality Management:** Comprehensive knowledge of quality standards, inspection procedures, and compliance requirements relevant to real estate projects.

- **Leadership:** Strong leadership abilities to manage and mentor site engineers, supervisors, contractors, and field teams.
  - **Communication:** Clear written and verbal communication skills; ability to document complex technical information accurately.
  - **Regulatory Knowledge:** Understanding of RERA compliance, municipal regulations, building codes, and safety standards relevant to Telangana.
  - **Problem-Solving:** Analytical mindset with ability to identify issues and implement effective solutions.
  - **Risk Management:** Proactive approach to identifying, assessing, and mitigating project risks.
  - **Stakeholder Management:** Ability to manage relationships with architects, consultants, contractors, and internal teams.
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## 4. Qualifications and Experience

- **Education:** Bachelor of Engineering (B.E) or Bachelor of Technology (B.Tech) in Civil Engineering; Master of Technology (M.Tech) in relevant specialization preferred.
  - **Experience:** Minimum 7–12 years in real estate project execution with proven expertise in:
    - Project planning, scheduling, and coordination
    - Site management and contractor supervision
    - Budget control and cost optimization
    - Quality assurance and RERA compliance
    - Plotting, infrastructure, and residential construction projects
  - **Preferred Qualifications:** Experience with large-scale residential or mixed-use projects; familiarity with Hyderabad or South India real estate market; project management certifications (PMP, PRINCE2); BIM implementation experience; knowledge of sustainable construction practices.
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## 5. Work Conditions and Career Growth

- **Work Schedule:** Monday to Saturday (2nd and 4th Saturday Half days) ; occasional weekend work during critical project phases.
- **Location:** Corporate Office, Hyderabad with significant time at project sites and construction locations.
- **Travel:** Frequent travel (estimated 40–50% of time) for site supervision, progress monitoring, and vendor management.
- **Work Environment:** Dynamic, demanding field-oriented environment requiring physical presence on construction sites and problem-solving capability.

- **Career Progression:** Clear pathway to **Project Manager, Senior Project Manager, or Head – Projects** roles based on delivery record, technical excellence, and leadership demonstrated.
  - **Professional Development:** Opportunities for advanced certifications, leadership training, and specialization in project management, infrastructure development, or construction technology.
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## 6. Compensation and Benefits

- **CTC Range:** As per industry norms (negotiable based on experience and project exposure).
  - **Performance Incentives:** Project completion bonuses, delivery-based incentives, and performance bonuses as per company policy.
  - **Additional Benefits:**
    - Site travel reimbursement and conveyance allowance
    - Professional development support and certification reimbursement
    - Annual performance review and increment
    - Health insurance and other benefits as per company policy
    - Project success recognition and incentives
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## 7. Personal Attributes and Personality Profile

- Ethical, disciplined, and technically sound professional with unwavering commitment to quality standards.
- Strong leadership qualities with ability to motivate, manage, and develop site teams.
- Hands-on, detail-oriented approach with active field presence and visible project ownership.
- Proactive problem-solver with initiative to identify issues and implement solutions independently.
- Disciplined and organized with strong time management and deadline adherence.
- Results-focused with commitment to delivering projects on time, within budget, and to quality standards.
- Collaborative team player with strong interpersonal and stakeholder management abilities.
- Safety-conscious with unwavering commitment to worker safety and site security.
- Adaptable and flexible to changing project requirements and organizational priorities.

- Trustworthy and accountable with commitment to transparent communication with all stakeholders.
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## 8. Core Values Alignment

Every team member at Advaithaa Infra must embody:

- **Integrity** – Ethical conduct in all dealings, transparent communication with stakeholders, and honest assessment of project status and challenges.
- **Quality Excellence** – Unwavering commitment to delivering projects that meet highest quality standards and exceed stakeholder expectations.
- **Accountability** – Personal ownership of project outcomes, timely resolution of issues, and proactive communication of risks and opportunities.
- **Safety First** – Non-negotiable commitment to worker safety, site security, and creation of safe working environments.
- **Continuous Improvement** – Commitment to learning from experience, implementing best practices, and contributing to process improvements across projects.