

Job Description: Assistant Engineer - Civil

ELCITA invites applications from suitable candidates for the position of Assistant Engineer - Civil

Candidate should be a graduate in civil engineering with 3-5 years of experience in construction/maintenance of infrastructure.

Employer – Electronics City Industrial Township Authority (ELCITA)

Job Location – Electronics City, Bengaluru

Type – Full-Time Employee

Employment Terms – Confirmation after successful completion of probation period of six months.

Compensation – Will be commensurate with experience.

Key Responsibilities:

Civil Operations –

1. Planning and Design : Plan, design, and manage civil works for construction and maintenance projects by adhering to government standards; review drawings and create detailed drawings using AutoCAD.
2. Project Analysis: Analyse survey reports, maps, drawings, plans, aerial photography, and geologic data for effective project planning; assess risks, materials, labour, and costs to evaluate project feasibility.
3. Tendering and Documentation: Prepare estimates, tender documents (Scope of work and Special conditions) in compliance with ELCITA rules and regulations for projects.
4. Construction and Maintenance: construction, operations, and maintenance activities at the project site; provide technical advice for design improvements, construction methods, or program modifications; oversee and manage contracts related to infrastructure works and maintenance activities.
5. Site Management and Quality Control: Inspect project sites to monitor progress, ensure adherence to drawings, and enforce safety standards; organize and facilitate third-party testing and evaluation reports.

Manage audits and regulatory requirements.

- Oversee ISO audits and ensure compliance with regulatory standards.
- Stay informed about Civil safety regulatory frameworks

- Work on ISO audit findings and closure.

Desired skills/qualifications

- Bachelor's degree in civil engineering
- Experience in Construction/ Maintenance of infrastructure
- Excellent communication and interpersonal skills.
- Fluency in Kannada and English

Desired Attributes

- Ideation – Able to think creatively, and innovatively and create breakthrough initiatives.
- Team player- Open to multiple ideas, views
- Collaborative – Needs to work with the team and Management.

Desired Experience

- Minimum of 3-5 years of experience.