

AISD is committed to the protection of all children and young people from harm. We recognize that child protection and welfare considerations permeate all aspects of school life and must be reflected in all of the school's policies, practices, and activities. We require all staff and faculty applicants to undergo stringent selection and screening processes before being allowed to work with children.

AISD [Child Protection Policy](#)

## VACANCY

**Title:** **Project Engineer**

**Job Objective:** Manage and oversee various construction, renovation, and maintenance projects to ensure timely, cost-effective, and high-quality delivery while supporting the infrastructure of an international K-12 school.

### Position Requirements:

- **Education:** Minimum diploma degree in Electrical Engineering or Mechanical. Project Management certifications preferred.
- **Experience:** Minimum of seven years in a similar role, with experience in international school, commercial, and/or institutional projects.
- **Knowledge & Skills:** Strong project management skills, fluency in English, proficiency in computer aided design (CAD) software, and understanding of local building codes and international standards.

### Reports to:

Senior Project Manager

### Major Areas of Responsibility:

#### **Site Management:**

- Plan and execute multiple projects, ensuring compliance with scope, budget, and timelines and safety
- Develop and maintain construction schedules, budgets estimates
- Coordinate with contractors, vendors, and facilities and operation teams to ensure smooth execution of the projects aligned with school budget
- Conduct regular site inspections to monitor work progress, quality, and safety compliance.
- Address project risks promptly and implement corrective actions.

#### **AISD community members hold each other accountable to these values:**

- We are a compassionate, caring, and diverse community.
- We act with integrity and respect.
- We embrace creativity and balance.
- We are proud of diversity and willingness to collaborate.

“Preparing students to become stewards of a just and sustainable world.”

### Technical Oversight:

- Review engineering designs, drawings, and specifications to ensure accuracy and feasibility.
- Preparation of Bill Of Quantities and Budgets. Estimation of construction works. Analyze drawings and other documentation to prepare time, cost, materials, and labor estimates
- Quality Control of materials and products and Quality Assurance of processes.
- Ensure adherence to international and local codes, including safety and quality standards.
- Oversee commissioning and handover of completed projects, ensuring operational readiness.
- Preparation and control of daily, monthly and yearly work schedule for timely completion of project.
- Perform any other tasks assigned by the Senior Project Manager

### Communication & Reporting:

- Prepare and present progress reports to senior management and stakeholders
- Facilitate coordination meetings, documenting and action items.
- Maintain comprehensive records of project documentation, contracts, and reports and project expense

### Facilities and Operation Office Integration:

- Work collaboratively with the facilities team to ensure seamless integration of new systems.
- Provide technical input for preventive and predictive maintenance plans for new installations.

### Physical Requirements (with or without reasonable accommodation):

- Ability to work on construction sites, which may require physical activity, including walking, climbing ladders, and exposure to varying weather conditions.
- Capability to lift and move materials up to 50 pounds when necessary.

### Additional Requirements:

- Be on-call to respond to critical issues during and after school hours as needed.

Inspired? We certainly hope so. Our team is waiting to hear from you at [HR@aisdhaka.org](mailto:HR@aisdhaka.org). Send us your one-page response to the above and your CV in one tidy PDF document before **November 28, 2024**.

**Mission:** AISD creates an academic and social environment based on American educational principles. We challenge students from an international community to achieve their potential, become life-long learners and contribute to a changing global society.

Updated: November 2024

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