



Job Title	Electrical Engineer
Department/Institute	Capital Projects
Reporting to	Director of Capital Projects
Main Objective	To carry out engineering related services both at the main campus and the satellite institutes and includes but is not limited to, design work, review of services/design work carried out by others, participation in the design and evaluation of tenders, coordinating, supervising and certifying engineering works/supplies and contracts, research work and compilation of technical documentation.

1. Assisting the Line Manager in ensuring the success of all MCAST capital projects on a day-to-day basis, including the MCAST Masterplan Project, EU and locally funded projects.
2. To actively participate in the review of documentation and feedback received from end users, Design Architects and Engineers and Project Managers;
3. To liaise with other Entities, Departments and Institutes, both internal and external as may be required.
4. To prepare and submit applications to Government authorities.
5. To collect data, carry out studies, draw up plans and compile design briefs.
6. To set up standards related to the College's infrastructure.
7. To carry out market research and prepare estimates of any works, supplies and services required.
8. To carry out design work related to building services.
9. To ensure that projects/tenders/contracts are clearly defined.
10. To prepare detailed technical documents including but not limited to, Specifications, Bills of Quantities and Drawings for specific works, supplies and/or other services.
11. To prepare tender documents for publication.
12. To actively participate in the evaluation of tenders.
13. To monitor progress of ongoing projects on a day-to-day basis.

14. To supervise engineering works and the implementation of other projects and supplies contracts.
15. To liaise with contractors in order to ensure that they observe their contractual obligations.
16. To monitor and report on quality control.
17. To certify that the various contracts and projects are carried out in accordance with contract/project conditions, close contracts/projects accordingly and issue provisional and final certification.
18. To ensure a high quality/standard of work and service throughout.
19. To ensure that all health and safety procedures and regulations are adhered to.
20. To compile all the required reports and feasibility studies and/or co-ordinate such activity.
21. To actively participate in the preparation of ERDF and ESF Projects applications and implementation.
22. To keep abreast of the latest technical developments in the various engineering fields.
23. The list is not exhaustive and management may change tasks if and when required and according to the exigencies of MCAST and its subsidiaries.