



**MCAST**

## Job Description

Job Title	<b>Mechanical Engineer</b>
Department/Institute	<b>Capital Projects</b>
Reporting to	<b>Director of Capital Projects</b>
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.