

POST 1 : SANITARY INSPECTOR

Min. Qualification :

a) Diploma or Certificate Course in Sanitary Inspector / Health Sanitary Inspector from a recognized institute.

OR

b) Any Graduate with Sanitary Inspector Certification

Experience :

1. 5 to 10 years of experience in sanitation, housekeeping supervision, hospital sanitation, municipal sanitation, or facility management.
2. Experience in educational institutions, hospitals, hostels, or industrial premises is often preferred.

Job Description :

1. Supervise cleanliness and sanitation activities in the premises.
2. Monitor housekeeping staff and sanitation workers.
3. Ensure proper waste collection and disposal.
4. Inspect toilets, drainage systems, water facilities, and surrounding areas regularly.
5. Maintain hygiene standards as per institutional or government guidelines.
6. Coordinate pest control activities.
7. Ensure availability of sanitation materials and cleaning supplies.
8. Prepare daily/weekly sanitation reports and inspection records.
9. Handle complaints related to cleanliness and hygiene.
10. Conduct awareness activities regarding hygiene and sanitation practices.
11. Ensure compliance with health and safety regulations.
12. Assist during inspections by government or health authorities.

POST 2 - CIVIL ENGINEER.

Min. Qualification – D.C.E/B.E.

Experience – 5 to 7 years in execution, estimation and bill checking.

Job Description -

1. To help senior engineers in designing, planning, and overseeing construction projects.
2. Conducting site visits and surveys to collect the data as per project requirements.
3. Creating detailed drawings, plans and specifications of projects using
Computer-aided design software.
4. Preparing cost estimation and material requirements reports for specific projects.
5. Collaborating with architects, contractors, and other professionals to meet the project outcomes.

6. Monitoring work progress, quality and compliance with building codes and regulations.

7. Participating in project meetings and providing required technical support.

POST 3 - CIVIL ENGINEER-ESTIMATOR

Min. Qualification – Diploma in Civil Engineering.

Experience – 3 to 5 years in estimation and bill checking.

Job Description

1. Prepare detailed cost estimates for civil construction projects.
2. Prepare project budgets and cost comparison statements.
3. Obtain quotations from vendors and subcontractor.
4. Assist in preparation and submission of tenders and bids.
5. Monitor project costs and suggest cost-control measures.
6. Coordinate with architects, consultants, contractors, and site engineers.
7. Maintain estimation records, pricing databases, and project documentation.
8. Evaluate variations, extra items, and revised estimates during project execution.
9. Ensure compliance with Samstha's standards and construction regulations.

POST 4- SITE SUPERVISOR

Min. Qualification - Diploma in Civil Engineering .

Experience - Minimum 2 to 5 years of experience in construction site supervision.

Job Description -

1. Inspecting development work /Civil related /Plumbing / Carpentry / Maintenance work sites regularly to identify and eliminate potential safety hazards.
2. Supervising and inspecting the civil related / carpentry /Plumbing/ development / Maintenance team as per need.
3. Educating site workers on Civil related / Carpentry /Plumbing / development / maintenance work safety regulations and accident protocol.
4. Handling Civil related /Carpentry /Plumbing / development / maintenance site accidents in accordance with established accident protocol.
5. Maintaining an accurate record of Civil related / Carpentry /Plumbing / development / maintenance employee's attendance.
6. Evaluating the performance of Civil related / Carpentry / Plumbing /development / Maintenance employees and instituting disciplinary measures as needed.

7. Analysing and interpreting blueprints to ensure that Civil related / Carpentry /Plumbing development / Maintenance projects meet design, safety, and budget specifications.
8. Recommending changes to Civil related /Carpentry/Plumbing/ Development / Maintenance operations or procedures to increase efficiency.
9. Hiring and evaluating the performance of the on-site workers
10. Regularly checking inventory and placing orders for building materials.
11. Conducting site inspections to ensure it is free from any safety hazards
12. Handling any on-site accidents with utmost care and awareness
13. Reviewing daily Civil related/ Carpentry /Plumbing / development / Repairs work and suggesting any improvement measures
14. Ensuring all emergency equipment is in place and in working order
15. Ensuring Civil related/Carpentry /Plumbing / Development / Repairs work completion as per the set timeline
16. Communicating the progress report of the Civil related / Carpentry/Plumbing / Development / Repairs works to the Estate Manager periodically
17. Attending any on-site meetings or events.