



温州肯恩大学

WENZHOU-KEAN UNIVERSITY

岗位说明书——土建工程现场管理岗位

所属部门：校建部

汇报机制：校建部主任

岗位职责：

1. 配合地方政府做好征地、拆迁政策处理等工作。
2. 参与工程施工阶段的各类招标和设备服务的采购工作。
3. 负责工程施工期间的质量、安全、进度管理工作及工程投用的后的维修工作。
4. 按规定组织或参加工程各阶段验收工作。
5. 办理施工阶段各类审批手续。
6. 负责相关专业的技术审查工作。
7. 完成领导交办的其他工作。

必备条件：

1. 本科及以上学历，工民建或相关专业；
2. 五年及以上工程现场管理经验；
3. 具有高级（含）以上技术职称；
4. 熟悉国家省、市工程建设的法律、法规和规范，掌握行业业务管理相关知识；
掌握本专业技术知识；
5. 坚持原则，廉洁奉公，有一定的组织、协调能力；
6. 有一定的中英文书面和口头表达能力。

优先条件：

1. 有海外留学及工作背景者优先考虑。



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Job Description - Civil engineering on-site management specialist

Department: Infrastructure & Campus Planning

Report to: Director

Responsibilities:

1. Cooperate with local government to deal with the land acquisition and demolition policy, etc.
2. Participate in all kinds of bidding and procurement process of equipment and service in the engineering construction phase.
3. Responsible for managing quality, safety and schedule during the project construction period, as well as the maintenance work of as-built projects.
4. Organize or participate in the project acceptance testing of each stages by rules.
5. Deal with all kinds of review formalities in the construction stage.
6. Responsible for technical reviewing panel of relevant professions.
7. Complete other tasks assigned by the leaderships.

Required Qualification:

1. Bachelor degree or above, major in Industrial and Civil Construction or related.
2. At least five years of working experience as Civil Engineering Site Management personnel ;
3. Senior technical title or above;
4. Be familiar with the laws, regulations and norms of engineering construction issued by nation, province and city, and master relevant knowledge about the professions and the administration in the field;
5. Stick to principles and insist anti – corruption, with strong organizing and coordinating ability.
6. Has ability of written and oral expression in English;

Preferred Qualification:

1. Candidate who has background of studying or working abroad is preferred.