

The logo for the Indian Institute for Human Settlements (iihs) is located in the top left corner. It consists of the lowercase letters "iihs" in a white, sans-serif font, with a registered trademark symbol (®) to its upper right. The logo is set against a dark red rectangular background.

**iihs**®

INDIAN INSTITUTE FOR  
HUMAN SETTLEMENTS

**JOB DESCRIPTION**

# Project Engineer (MEP) – Campus Development

## About Us

The Indian Institute for Human Settlements (IIHS) is a national education institution committed to the equitable, sustainable and efficient transformation of Indian settlements.

IIHS aims to establish an independently funded and managed national university of eminence for research and innovation focused on the challenges and opportunities of India's urban transition. The proposed IIHS University will be an institution of eminence that will host an integrated programme of quality campus-based education and research, training and lifelong learning for working professionals, distance and blended learning, as well as a whole array of practice and advisory services. The university will have a strong interdisciplinary orientation bringing together theory and praxis that is grounded in the South Asian context and also engages with and draws from knowledge across the globe.

For more information, please see <http://www.iihs.co.in>

## About IIHS Campus Development

The proposed IIHS IOE main campus is located on a 54-acre freehold site at Kengeri, Bengaluru. The digitally-augmented buildings and facilities, slated to be built over three phases, are expected to enable interdisciplinary teaching-learning, research and practice, and demonstrate the best examples of Indian design and traditional crafts. This is in addition to two other facilities and a guesthouse in Bangalore.

The campus of the proposed IIHS IOE will aim to provide students and researchers the opportunity to immerse themselves in and innovate around India's core urban challenges. The Campus Development team focuses on design, procurement and execution of the Campus at Kengeri. The work includes contract administration, design coordination, project management and handover of facilities to the IIHS Operations team.

## Job Description

IIHS is looking to hire a Project Engineer (MEP) with around 4 to 6 years of work experience. This is a full-time position between the Campus Development team and the Operations team at IIHS, based out of Bengaluru.

The project engineer is expected to oversee and supervise execution of all Mechanical, Electrical and Plumbing (MEP) work related to the IIHS campus and help operate and maintain MEP and other facilities at other IIHS sites. She/he will help schedule, plan, forecast, resource and manage all relevant activities to ensure project quality, timeliness, and regulatory compliance.

## Activities and Tasks

The responsibilities would include, but not be limited to, the following:

- Overseeing and being in charge of all the Mechanical, Electrical and Plumbing (MEP) planning, execution, Operations and Maintenance;
- Ensuring MEP work is carried out as per approved drawings and within the time frame and progress of the approved construction program, in a cost and time effective manner;
- Liaising with local authorities for the approval of MEP service drawings and service connections;

- Ensuring that the installation, inspection and testing of all the MEP equipment, fittings and work implemented meets the specification and the consultant requirements;
- Determining site material requirements in advance, including requirements in requisitions for procurement issued by consultants; coordinating with the procurement engineer / project manager for timely placement of orders;
- Providing assistance in supplier-site co-ordination for site handling, storage installation and commissioning;
- Verifying the accuracy of measurements for billing and approving the final billings;
- Organising and participating in site meetings, reviewing inspection schedules; adhering to the Health Safety Security Environment (HSSE) checklist and witnessing commission testing of systems along with the consultant;
- Implementing site HSSE policy and preparing the Job Safety Analysis (JSA); possessing complete awareness of the Permit to Work (PTW) system; ensuring that all health, safety and legal requirements are being met throughout the process;
- Preparing status reports and regularly monitoring budgets, contractors and schedules;
- Maintaining accurate records and an electronic database of all elements of the projects;
- Ensuring daily project monitoring and regular progress reporting including identifying potential risks and constraints and developing a mitigation mechanism; supporting the Project Manager and ensuring timely addressing of project contractual deliverables;
- Coordinating with other project personnel to ensure that deadlines, procedures, and other project requirements are met.

Apart from this responsibility, the position is expected to be involved in the full range of activities at IIHS. The candidate will thus also be expected to be part of IIHS' teaching and training programmes, its public conferences and conventions.

### **Structure and Reporting**

The Project Engineer (MEP) – Campus Development will report to the Campus Development Chief / Project Manager at IIHS and collaborate effectively with a diverse group of internal teams and external entities.

### **Person Specification**

The candidate is required to possess a professional degree in Mechanical/Electrical Engineering. In addition, s/he is expected to possess 4-6 years of relevant experience. Prior experience as a project engineer on large scale building and infrastructure projects will be an advantage.

Other qualifications required for this role, include:

- Practical knowledge of mechanical/electrical/plumbing engineering principles, practices and methods; environmental regulations; engineering project management methods; workplace safety; budgeting; employee supervision and personnel management;
- Experience in the field of engineering, procurement and operations;
- General understanding of building codes, mechanical codes, electrical codes and plumbing codes as they relate to the construction of project;

- Effective verbal and written communication skills;
- Flexibility and the ability to work well in a fast-paced environment;
- Competency in handling simultaneously occurring tasks and smaller projects;
- Excellent organisational and team working skills.

Software skills:

- AutoCAD;
- MS Office;
- MS Project.

This offer is on an exclusive basis, which implies that other professional assignments (whether compensated or not) that bear a potential conflict of interest with IIHS cannot be undertaken.

The search will remain open until the position is filled.

### **Location**

This position is based in Bengaluru and may entail travel to other locations in India.

### **Review and Assessment**

The role and performance of the incumbent shall be subject to normal review and assessment systems at IIHS.

### **Diversity Policy**

IIHS is an equal opportunity employer that encourages women, people with disabilities and those from economically and socially excluded communities with the requisite skills and qualifications to apply for positions.

### **To apply**

If you are interested to explore this opportunity with us, please fill the online application form by clicking [here](#). (You can also click on the “Apply Now” button at the end of the Job Description displayed on the website).

### **Contact**

Please write to us at [hr@iihs.co.in](mailto:hr@iihs.co.in) if you need any clarifications while filling the online application form.



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