

## JOB DESCRIPTION

### I. JOB DETAILS

<b>Job Title</b>	<b>Manager – Project</b>		
<b>Function</b>	<b>Project Execution</b>	<b>Location</b>	Delhi / Rewa (MP)
<b>Direct Reporting to</b>	Chief Project Officer	<b>Matrix Reporting to:</b>	Directors
<b>Staff Supervised</b>	<b>Direct Reports: 5</b>	<b>Matrix Reports:</b>	<b>NA</b>
<b>Job Titles of Direct Reports</b>	Project Supervisors, Projects Engineers, SMEs linked to projects		

**North Star Techno Services Pvt Ltd** has a decade of credence in successful management of 'Infrastructure Development & Maintenance services' projects across industry segments with a Pan India geographical spread. We are an ISO 9001 and OHSAS Certified organization with unwavering focus on consistently delivering high quality reliable and cost efficient projects & maintenance services to our valued clients enabling them to achieve high levels performance through the infrastructure created.

North Star has maintained a clear focus to be associated in projects of the future thereby ensuring that a huge opportunity for business expansion. Currently, the key business opportunity are in the hydrocarbon industry and thus we are investing in our business and teams and claim a bigger pie of the projects on the horizon.

North Star has a growing top line with about 20 % YoY growth over the last couple of years and is currently executing multiple projects across the country valued at upwards of INR 45 Crores. It is poised for much sharper top line growth in the ensuing years backed by the ongoing projects, the new projects under discussion and the strong fundamentals of the company especially in Power & City Gas Distribution industry.

### II. JOB PURPOSE

Manage end-to-end project Management for **City Gas Distribution projects** with North Star to ensure timely completion of projects, adhering to defined standards of cost and quality. Drive operational efficiency and cost savings through continuous process improvements and value engineering initiatives.

The role holder will be required to scan the Project Execution aspect of business landscape for opportunities of business expansion in the core & allied segments and drive them to conclusion and successful bidding & award of projects.

The role incumbent should be adaptive to a start-up like environment and brings to fore, a strong challenger mindset with proven abilities to influence peers across the eco-system and deliver a higher quality quantity mix for efficient Project Operations.

### III. KEY RESPONSIBILITIES

#### Steel

- Continuously develop knowledge of best industry practices and update Job procedures time to time.
- Carry out survey and propose best possible routes for CNG/DRS connectivity.
- Supervise and witness activities of steel laying work as per job procedures.
- Co-ordinate stakeholders of utility service providers for safe passage during laying by HDD.
- Plan, Execute, Supervise and witness steel pipeline Testing & Commissioning work.
- Assess material requirement as per laying plan and initiate purchase requisition for procurement.
- Monitor inventory for steel material
- Billing & payment
- Ensuring PNGRB Compliance reports and maintain record
- Updating as-built drawings.

#### Polyethylene & GI

- Execute Supervise and witness PE laying & Electro fusion jointing work
- Ensure PE Backfilling & Restoration work
- PE Flushing, Testing & Commissioning work
- Carry out survey and route finalization for LMC work as per SOP/Specification before execution.
- Briefing customer about the DO's & don't for PNG.

- Execute LMC installation work is being carried out as per finalized Route/drawing/specification.
- Verification of measurement PE/LMC work at site for contractors work.
- Billing, Reporting & MIS

**IV. Desired Profile:**

- Good educational background, preferably in the fields of City Gas Distribution under Petroleum & Natural Gas Industry
- Proven working experience as a project Execution
- Solid project Execution I background, with understanding or hands-on experience in Project Execution on Field

**V. QUALIFICATIONS, CERTIFICATIONS AND EXPERIENCE**

**Minimum Qualification** Diploma / B. tech in Mechanical / Civil/ Electrical / Instrumentation with 5-6 years of experience.

**Good to have :** Experience in Handling various Engineering project management toolsets and technologies.

To know more about **North Star Techno Services Pvt Ltd**, visit us [www.nstspl.in](http://www.nstspl.in)

