



***We are looking for highly motivated individuals with right attitudes to fill the following vacancies***

**POST OF SUPERVISOR CIVIL /MAINTENANCE GRADE III**

1. **Job Scope** : Supervision of Construction, Refurbishment and Maintenance of infrastructure facilities and operations at works in respect to Civil Engineering Discipline. Further supervision, of routine maintenance and repair works under the respective Technical Officers attending faults reported by Duty Manager/ through Civil Engineer or Duty Engineer through Senior Civil Engineer and faults observed at inspections in consultation with Technical Officers.
2. **Key Responsibilities** :
  1. Inspections of Aerodrome in accordance with the Aerodrome Manual on runway, taxiway, roads to check for surface conditions / defect and pavement markings and make arrangements to remove surface contaminants mechanically or manually.
  2. Inspection of buildings and other Civil Engineering infrastructure facilities in Airport premises in accordance with the Slandered construction practices and make arrangements to obtain materials from general stores.
  3. Instructing, directing and supervising the maintenance and repair works at taxiway, runway, aprons, service roads, other pavements, unpaved areas, fences, buildings and utility works etc. with other construction work related to the above.
  4. Supervision of works carried out by contractors/direct labours and reporting the quality and progress of work to respective TO, detailing labour for maintenance and repair/ new works in accordance with the priority getting the required outputs.
  5. Daily inspection of the Aerodrome/ buildings assigned to the respective building group and routine joint inspection of the buildings with the TO with representatives of respective buildings/ user departments.
  6. Assisting Technical Officers to Estimate the capital and operational expenditure, Estimate new works, planning TO/ACE to update the monthly financial statements, carryout duties as for the duty roster authorized by Head of Civil Engineering and make arrangements for VVIP Movements in consultation with Technical Officers.

07. Administration of labour according to the Company regulations, keeping attendance records, leave records and overtime of the skilled/unskilled workers, attending to worker welfare facilities, keeping records of individual workers and inform Technical officer taking disciplinary action and calling explanation from workers in accordance with A&P Circulars.
08. Keep records on materials transported to sites, Gate pass etc., maintaining Job Cards and other relevant records and ensuring necessary cost data are sent to relevant sections.
09. Keep records on all materials and labour used for new and maintenance works, Ensure the skilled/unskilled workers use safety wears and uniforms.
10. Safe custody of inventory and other official assets and maintain records, assisting Technical Officers for Taking of quantities for proposed works.
11. Assisting to conduct tests to be done in the aerodrome/buildings and preparing monthly reports on condition of the Airfield/Building section.

3. **Qualifications :**
  - a) Should have passed the GCE (A/L) Examination in (03) subjects.
  - b) Should possess a relevant Diploma/Certificate course equivalent to NVQ level 5.
  - c) Should possess eight (08) years Supervisory experience in a reputed organization in all aspect of road works and general Civil Engineering Works.
4. **Age :** Below 40 years on the closing date for applications.
5. **Method of Selection :** Test and Interview.
6. **Salary :** The remuneration package offered will be attractive. In addition, the selectees will receive attractive fringe benefits.

The selected candidates will have to perform duties at any Airport in any part of the Island as and when necessary.

If you are interested and possess the relevant qualifications and experience, please send in your resume prepared according to the specimen application given in our Website with copies of the relevant certificates to the following address on or before **November 02, 2021 only by Registered Post or Courier service**. Please indicate the post applied for on the Top Left Hand Corner of the Envelope.

**Please note that the applications without copies of the relevant certificates forwarded in other modes and not in accordance with the specimen given on our Website will be rejected.**

Please note that only the short listed candidates will be notified.

**CHAIRMAN  
AIRPORT & AVIATION SERVICES (SRI LANKA) (PRIVATE) LIMITED  
BANDARANAIKE INTERNATIONAL AIRPORT  
KATUNAYAKE**

18/10/2021