

## **ENGINEERING DEPARTMENT**

### **CHIEF ENGINEER**

#### **DUTIES & RESPONSIBILITIES**

- As Head of the Department, responsible for overall Planning, Construction and Maintenance of all infrastructural facilities.
- Responsible for finalizing the Budget for Plan, Non-Plan and Revenue works.
- Responsible for according approvals for the work proposals and award of contract within the ambit of powers delegated from time to time by M.O.S under M.P.T Act.
- Responsible for taking policy decisions and strategies for the good governance and for improving the performance of the Department.
- Responsible for Registration of Contractors and removal of poorly performed contractors from the list from Class E to Class B1.
- Responsible and accountable for work proposals and execution of works as per the instructions of Dy.Chairman / Chairman.
- Responsible for appointing and taking disciplinary action in respect of Class III and IV Employees.

## **ADDITIONAL CHIEF ENGINEER**

### **DUTIES & RESPONSIBILITIES**

- Responsible and accountable to act as per the instructions of Chief Engineer.
- Responsible for formulating work proposals and execution of works as per the directions of Chief Engineer.
- Responsible and accountable for extracting works from Superintending Engineers, including guiding them to function for improving the performance of Department.
- Responsible for suggesting innovative ideas.
- Responsible and accountable to function as Acting Chief Engineer, whenever Chief Engineer goes on leave / tour.

**SUPERINTENDING ENGINEER (PLANNING AND DESIGN  
/MAINTENANCE DRAWING WORKS)**

**DUTIES**

- Formulating plans, estimates and tender for projects under plan, non-plan & revenue works including maintenance works, including preparation of feasibility report, obtaining statutory clearance from Finance/ Environment Ministry/PIB etc.

**RESPONSIBILITIES**

- Responsible and accountable for extracting work from Executive Engineers.
- Responsible for controlling overtime and holiday wages expenditure as per the instructions of Chief Engineer /Addl.Chief Engineer.
- Responsible and accountable for co-ordinating with the projects in charge including taking up tendering & award of contract for maintenance / sub-project works, associated with main projects.
- Responsible and co-ordinating with other department to improve the performance of Engg. Dept.
- Responsible and accountable for producing results as expected by Chief Engineer/ Addl.Chief Engineer/ Chairman / Dy.Chairman

## **SUPERINTENDING ENGINEER (MAINTENANCE)**

### **DUTIES**

- Checking stability and maintenance of all infrastructural facilities like docks, wharfs, quays, roads, yards, sheds, railway tracks etc, including planning and preparation of estimates & execution for all non-plan and revenue works, with innovative ideas.
- inspections of all civil structures under his control and formulating work proposals for ensuring good performance of the department.

### **RESPONSIBILITIES**

- Responsible and accountable for completion of contract works on time, including monitoring progress with PERT / CPM charts and day to day Target /Actual charts.
- Responsible and accountable for dealing contractors' claims, disputes, arbitrations, court cases etc.
- Responsible for controlling overtime and holiday wages expenditure as per the instructions of Chief Engineer/  
Addl.Chief Engineer
- Responsible for co-ordinating with other department to improve the performance of Engg. Dept.
- Responsible and accountable for producing results as expected by Chief Engineer/ Addl.Chief Engineer/ Chairman / Dy.Chairman

## **EXECUTIVE ENGINEER (PROJECT / FISHING HARBOUR / LEASING DIVISION WORKS)**

### **DUTIES**

- Execution of projects in toto according to the specifications and terms and conditions laid down in the contracts, within the given time.
- Formulating proposals for leasing of the vacant lands and buildings situated outside the harbour limits.
- Making of proposals in advance to see that all the existing lease are renewed depending upon the lessees requirements before the expiry of the existing lease period.
- Maintenance of accounts of collection of lease rent, security deposit etc., in the registers and updating them every day including collection of outstanding arrears if any from the lessees by taking appropriate / legal action.
- Unauthorised occupants in the lease property should be evacuated on the expiry of the lease period.

### **RESPONSIBILITIES**

- Responsible to control overtime and rest day expenditure within the amount allotted to him.
- Responsible and accountable for check measuring the works to the extent of 10% (as Per Chief Engineer's Instructions from time to time).
- Responsible and accountable in co-ordinating with other department to execute the projects on time without any delay and without citing other departments for the delay.
- Responsible for budgeting and incurring expenditure as instructed by Superintending Engineer / Addl.Chief Engineer and Chief Engineer.

- Responsible and accountable for obeying instructions of Superintending Engineer, Addl Chief Engineer and Chief Engineer.
- Responsible for planning, organizing, monitoring, executing and checking of works as per PERT /CTM and day to day target /actual charts.
- Responsible and accountable for submission of “As completed Drawings” to the PDO/MDO including the feed back on the hindrance / other experience had during project execution.
- Responsible and accountable for reconciling overtime, holiday posting expenditure with accounts dept

**EXECUTIVE ENGINEER (PLANNING DESIGN OFFICE / MAINTENANCE DRAWING OFFICE)****DUTIES**

- Proper planning, design and formulating proposals including preparation of feasibility reports and obtaining statutory clearance including preparation of estimates, tender within the stipulated time.
- Creating data base for Civil Engineering materials, techniques, equipments and technological advancement taking place around us.

**RESPONSIBILITIES**

- Responsible and accountable for suggesting innovative ideas for conceiving better methods for easy and expeditious completion of works.
- Responsible for updating latest design techniques using computers including preparation of CAD drawings and architectural drawings using photo shop and other softwares.
- Responsible and accountable for preparation of schedule of rates for Engineering dept (when posted in maintenance drawing office)
- Responsible and accountable for maintenance of records, drawings in the form of CD and updating asset register and history of the Port.
- Responsible for scrutinizing the bills submitted for property tax, water and sewage tax etc., by the statutory authorities (when posted in maintenance drawing office)
- Responsible and accountable for observing CMDA and Corporation norms wherever required.

- Responsible for obeying instructions of Superintending Engineer /Addl Chief Engineer / Chief Engineer.



## **EXECUTIVE ENGINEER (MAINTENANCE DIVISION)**

### **DUTIES**

- Execution of maintenance works in toto according to the specifications and terms and conditions laid down in the contract within the given time.
- Checking the structures under his control at least once in a month to ensure stability of the structure and to take appropriate actions.
- Day to day target, actual progress charts are to be prepared and the works are to be monitored accordingly. Any shortfall in progress and any minor problems arising at site are to be sorted out.

### **RESPONSIBILITIES**

- Responsible accountable to control overtime and rest day expenditure within the amount allotted to him.
- Responsible and accountable for check measuring the works to the extent of 10% (as Per Chief Engineer's Instructions from time to time).
- Responsible and accountable for co-ordinating with other department to execute the works on time without citing other departments for the delay.
- Responsible for budgeting and incurring expenditure as instructed by Superintending Engineer / Addl.Chief Engineer and Chief Engineer.
- Responsible and accountable for obeying instructions from Superintending Engineer, Addl Chief Engineer and Chief Engineer.

- Responsible for planning, organizing, monitoring, executing and checking of works as per PERT /CPM and day to day target /actual charts.
- Responsible and accountable for submission of “As completed Drawings” to the PDO/MDO including the feed back on the hindrance / other experience had during execution of works.
- Responsible and accountable for allocating day to day maintenance works to the employees under his control.
- Responsible and accountable for updating and proper maintenance of registers of buildings, docks, berths, roads, yards, quays, breakwaters, railway tracks etc.
- Responsible and accountable for checking the stability of the structure coming under his control to avoid collapse of the same suddenly and in unnoticeable condition.
- Responsible and accountable for reconciling overtime, holiday posting expenditure with accts dept.

**ASST.EXECUTIVE / ASST. ENGINEERS (PROJECT / FISHING HARBOUR / LEASING DIVISIONS)**

**DUTIES**

- Execution of projects to the quantities and qualities specified in the agreement by strictly adhering to the contract terms and conditions within the given time.
- To check measure 50% of the execution of project works.
- Maintenance of registers for collection of lease rent, security deposit etc. up to date and getting them approved by Executive Engineer.
- Assisting Executive Engineer in formulating proposals for leasing out fresh / renewals etc.
- Assisting Executive Engineers in evacuating unauthorized occupants from the leased properties.

**RESPONSIBILITIES**

- Responsible and accountable for controlling overtime expenditure within the amount allotted including reconciliation with accounts dept.
- Responsible and accountable for budgeting, estimating the plan / non plan works.
- Responsible and accountable for completing the projects within the given time including preparation of and adhering to PERT /CPM charts and day to day target / actual project charts.

**ASST. EXECUTIVE ENGINEER / ASST. ENGINEER (PLANNING DESIGN /MAINTENANCE DRAWING WORKS)**

**DUTIES**

- Formulating proposals and checking the proposals received from project / maintenance divisions.

### **RESPONSIBILITIES**

- Responsible and accountable for budgeting, estimating, tendering and award of work for all projects / maintenance works.
- Responsible and accountable for creating data base on the works completed and on the technical advancement taking place in the Engineering field.
- Responsible and accountable for preparation of schedule of rates of Civil works (When posted in Maintenance drawing office).
- Responsible and accountable for assisting Executive Engineer to accomplish the task assigned to Engg. Dept within the given time.
- Responsible and accountable for checking the detailed estimates, abstract estimates, data, tender documents etc and ensuring no ambiguity in the specifications and quantities.
- Responsible for following the procedures for evaluating the bids received and formulate proposals for award of contract as per the norms laid down.

**ASST. EXECUTIVE /ASST. ENGINEERS (MAINTENANCE DIVISION WORKS)****DUTIES**

- Execution of maintenance works to the quantities and qualities specified in the agreement by strictly adhering to the contract terms and conditions, within the stipulated time.
- Checking the structures under his control at least once in a month to ensure stability of the structure and to take appropriate actions.
- Day to day target, actual progress charts are to be prepared and the works are to be monitored accordingly. Any shortfall in progress and any minor problems arising at site are to be sorted out.

**RESPONSIBILITIES**

- Responsible and accountable for check measuring 50% of the execution of maintenance works.
- Responsible and accountable for controlling overtime expenditure within the amount allotted including reconciliation with accounts dept.
- Responsible and accountable for completing the maintenance works within the given time including adhering to PERT /CPM charts and day to day target / actual maintenance works charts.
- Responsible and accountable for allocating day to day maintenance works to the employees under his control.
- Responsible and accountable in assisting the Executive Engineer in updating and proper maintenance of Registers of buildings, docks, berths, roads, yards, quays, breakwaters, railway tracks etc.

- Responsible in assisting the Executive Engineer in checking the stability of the structure coming under his control to avoid collapse of the same suddenly and in unnoticeable condition.
- Responsible and accountable for conceiving & implementing innovative ideas to improve the progress of works expeditiously.
- Responsible and accountable for producing results as instructed by sub-divisional officers.

**JUNIOR ENGINEERS (PROJECT / FISHING HARBOUR / LEASING)****DUTIES**

- Executing the works of the portion of the projects as allocated from time to time by the sub-divisional officers.
- Entering the measurement of works executed in the measurement books every day.
- Maintenance of registers for collection of lease rent, security deposit etc. up to date and getting them approved by Executive Engineer.
- Assisting Executive Engineer in formulating proposals for leasing out fresh / renewals etc.
- Assisting Executive Engineers in evacuating unauthorized occupants from the leased properties.

**RESPONSIBILITIES**

- Responsible and accountable for quality and quantity of works as specified in the contract agreement including adhering to the terms and conditions stipulated in the contract agreement.
- Responsible and accountable for carrying out works within the given time as allotted by sub-divisional officers from time to time.

**JUNIOR ENGINEER (PLANNING DESIGN / MAINTENANCE DRAWING)****DUTIES**

- Preparation of estimates, tender, drawings for the projects / maintenance works.
- Working out detailed measurements for the project / maintenance works.

**RESPONSIBILITIES**

- Responsible and accountable for formulating workable specifications without any ambiguity.
- Responsible and accountable for carrying out the works as allotted from time to time by sub-divisional officers.



**JUNIOR ENGINEER (MAINTENANCE DIVISION)****DUTIES**

- Executing the maintenance works as allocated from time to time by the sub-divisional officers.
- Entering the measurement of works executed in the measurement books every day.

**RESPONSIBILITIES**

- Responsible and accountable for quality and quantity of works as specified in the contract agreement including adhering to the terms and conditions stipulated in the contract agreement.
- Responsible and accountable for carrying out works within the given time as allotted by sub-divisional officers from time to time.
- Responsible and accountable for extracting the works from the departmental Mazdoors / Kalasis in the best way to accomplish the task assigned to him / her.
- Responsible and accountable in assisting the Sub-Divisional Officers in updating and proper maintenance of Registers of buildings, docks, berths, roads, yards, quays, breakwaters, railway tracks etc.
- Responsible and accountable for preparation of “as completed drawings” on completion of works and forwarding the same to MDO /PDO within the given time as instructed by sub-divisional officers.
- Responsible and accountable for implementing innovative ideas in the field as instructed by sub-divisional officers.

**ENGINEERING SUEPRINTENDENT / DREDGING SUPERINTENDENT****DUTIES**

- Carrying out dredging as required by Dy Conservator within the given time in the entire Port, for ensuring safe navigation of vessels calling to / from the Port.
- Maintenance of dredgers of the dept in working condition always.

**RESPONSIBILITIES**

- Responsible and accountable for extracting works from sub-ordinate officers and dredger Crews.
- Responsible and accountable for controlling the overtime and holiday posting expenditure within the allotted amount.
- Responsible and accountable for undertaking repairs in expeditious manner for the up-keeping of the dredgers.
- Responsible and accountable for making the Dredgers as “ profit center” for the Port.
- Responsible and accountable for carrying out dredging works outside the Port limits also on contract / MOU basis as instructed by organization.
- Responsible and accountable to avoid labour unrest.

**SUPERINTENDING ENGINEER (DREDGING) AND SENIOR  
SCIENTIFIC OFFICER (MARINE SURVEY)**

**DUTIES**

- Carrying out survey works within / outside Port limits as required for safe navigation of vessels from time to time.
- Drawing out schedules for periodical surveys within the Port / Outside the limits as required.

**RESPONSIBILITIES**

- Responsible and accountable for carrying out emergency surveys as required by the administration.
- Responsible and accountable for preparation of survey charts and creating data base in the form of CDs and storing them as proper records including maintenance of tide gauges.
- Responsible and accountable for controlling the overtime and holiday posting expenditure within the allotted amount.
- Responsible and accountable for updating and maintaining the survey equipments in working conditions all the time.
- Responsible and accountable for execution of Capital / Maintenance Dredging on contract basis.
- Responsible and accountable for finalizing bills/ claims/disputes / arbitrations expeditiously.

## **ADMINISTRATIVE OFFICERS (CLASS I & II)**

### **DUTIES**

- Maintaining proper records including Service Registers, Annual Confidential Reports etc. of all officers and employees, including Personal Registers and files.
- Formulating proposals for recruitment / promotion etc. within the ambit of existing / amended rules and regulations and as per the instructions of Chairman / Board / Ministry from time to time.

### **RESPONSIBILITIES**

- Responsible and accountable for replying union demands and Ministry promptly within three days of the receipt of the references.
- Responsible and accountable for assisting Superintending Engineers in processing bills and compliance with other contractual obligations, as instructed by Superintending Engineer (Project) from time to time (when posted as administrative officer in project circle)
- Responsible and accountable for maintaining the registration of nomination contractors list and award of contracts on nomination basis as per the instructions of Superintending Engineer (MDO) (when posted as administrative officer attached to MDO)
- Responsible and accountable for administrative work of inviting quotations, tender, award of contract, entering into agreement for project / maintenance works (when posted to work under Superintending Engineer (P&D) / Superintending Engineer (MDO)).
- Responsible and accountable for carrying out the administrative matters in the best manner (when posted as incharge of time office)
- Responsible and accountable for assisting Superintending Engineers in dealing contractors' claims, disputes, arbitrations, court cases etc

- Responsible and accountable for interpreting / quoting Rules and Regulations correctly (without any ambiguity (or) favouritism)
- Responsible and accountable for proper disposal and upkeep of all files / records.
- Responsible and accountable for missing files / records if any, under his / her control.

**DREDGER MASTER****DUTIES**

- Carrying out of Dredging activities in the **Deck side** within the given time for ensuring safe navigation of vessels calling to / from the Port.
- Extracting works from the Dredger crew of **Deck side**.

**RESPONSIBILITIES**

- Responsible and accountable for undertaking repairs in an expeditious manner on the **Deck side** for upkeeping of the dredgers.
- Responsible and accountable for assisting **Dredging Superintendent** for making the Dredgers as “Profit Centre” for the Port.
- Responsible and accountable for carrying out dredging works outside Port limit also on contract / MOU basis as instructed by the organization.
- Responsible and accountable to avoid and solve labour unrest on the **Deck side**.

## **ENGINEER DREDGER**

### **DUTIES**

- Carrying out of Dredging activities in the **Engine side** within the given time for ensuring safe navigation of vessels calling to / from the Port.
- Extracting works from the Dredger crew of **Engine side**.

### **RESPONSIBILITIES**

- Responsible and accountable for undertaking repairs in an expeditious manner on the **Engine side** for the upkeep of the dredgers.
- Responsible and accountable for assisting **Engineering Superintendent** for making the Dredgers as “Profit Centre” for the Port.
- Responsible and accountable for carrying out dredging works outside Port limit also on contract / MOU basis as instructed by the organization.
- Responsible and accountable to avoid and solve labour unrest on the Engine side.

**HORTICULTURIST****DUTIES**

- Maintaining all the Plants, trees and other greeneries within the Harbour, Quarters and Tondiarpet Housing Colony.
- Maintaining the nurseries located in the Port and planning and development of greenery in the Port

**RESPONSIBILITIES**

- Responsible and accountable for (a) providing periodical nourishment to the existing plants and trees with cattle manure, fertilizers etc. and (b) removing weathered leaves and trimming plants, trees and bushes.
- Responsible and accountable for periodical checking of the plants and trees to see that they are not affected by any insects, worms etc., Remedial action should be taken for applying disinfectants.
- Responsible and accountable for extracting works from the labour force working under his control.
- Responsible and accountable for controlling overtime and holiday posting expenditure.



**ASST. HORTICULTURIST****DUTIES**

- Assisting Horticulturist for maintaining all the Plants, trees and other greeneries within the Harbour, Quarters and Tondiarpet Housing Colony.
- Maintaining the nurseries located in the Port and planning and development of greenery in the Port.

**RESPONSIBILITIES**

- Responsible and accountable for (a) providing periodical nourishment to the existing plants and trees with cattle manure, fertilizers etc. and (b) removing weathered leaves, trimming plants, trees and bushes.
- Responsible and accountable for periodical checking of the plants and trees to see that they are not affected by any insects, worms etc., Remedial action should be taken for applying disinfectants.
- Responsible and accountable for extracting works from the labour force working under his control.
- Responsible and accountable for controlling overtime and holiday posting expenditure.