



## OFFICE OF THE MUNICIPAL ENGINEER FUNCTIONAL CHART

### Municipal Engineer

1. Approves Building Permit applications within the municipality.
2. Checks all plans, estimate and program of works of infrastructure projects.
3. Supervises infrastructure projects and recommend for approval or disapproval of the same to chief executive.
4. Coordinates with other agencies involved in the implementation of infrastructure projects.
5. Supervises and approves DTR's of employees and casual laborers.

### Plans/Programs Section

1. Prepares drawing for the purpose of documenting and communicating and communicating engineering structures and architectural location, ideas and infrastructure.
2. Performs drawings made from sketches and notebooks of engineering data as well as site maps, topographic drawings, profiles, charts and similar exhibits.
3. Assists in detailed estimates and preparation of plans for construction projects, prepare drawing revised calculation cost.
4. Prepares topographic maps and profiles, charts and graphs and properly plan specifications and cost estimates of all types of buildings.
5. Transfers tabulated data to graphic form and maintenance and other forms/ect.
6. Prepares general drafting works.
7. Prepares plans and specifications on general engineering works.
8. Prepares simple structural and designs and estimates.
9. Inspects and supervises laborers from time to time.

### Construction/Maintenance Section

1. Supervises the repair/improvement of the municipal buildings and on-going infrastructure projects within the municipality.
2. Supervises and directs laborers in the maintenance of potholes along the premises of the municipal roads/buildings.
3. Prepares estimates, plans and specifications on other general engineering works.
4. Repairs small equipments such as compressors, pumps and the like.
5. Performs work in the overhaul, maintenance, repair and servicing on light equipments such as trucks, cars, pick-ups within closely prescribed procedures and does other related works.
6. Operates the payloader, bulldozer and other heavy equipments for municipal related projects.
7. Maintenance and repair of heavy equipments.
8. Serves as driver of the Municipal Vehicles. Serves as driver to the municipal service of the employees.
9. Serves as driver in times of emergencies/inspection to the engineering team personnel and other inspection team.
10. Makes driver's trip ticket and other supporting papers.
11. Reports daily for the maintenance/upkeeps the offices.
12. Maintenance of the cleanliness of the comfort rooms.
13. Checks doors if properly locked and windows closed after office hours.

### Building/Industrial/Electrical Safety Section

1. Prepares general drafting work.
2. Prepares plans and specifications on general engineering works.
3. Prepares simple structural designs and estimates.
4. Inspects and supervises laborers from time to time.
5. Troubleshoots and repairs faulty electrical wiring and defective electrical equipments. Inspect and tests circuit blown fixtures to locate broken wires, loose connections, blown fuses, faulty switches, grounds, shorts and other defects, removes, replaces and repairs electrical parts.
6. Repairs office equipment and furniture such as stuck doors ad loose hinges.
7. Serves as driver of the Municipal Vehicles. Serves as driver to electrician for the repair of streetlights.

### Administrative/Records Section

1. Encodes POW prepared.
2. Prepares simple communications.
3. Files and records incoming and outgoing communications.
4. Files and records approved Building and Electrical Permits.
5. Keeps records such as circulars, presidential decree, office memoranda, orders, reports, correspondence and other related matters in filing cabinets.
6. Drafts and finalizes reports and other communications in accordance with prescribed directions; proof reads and type materials for accuracy and completeness and submit typed materials to supervisor for appropriate action.
7. Receives, classifies and files incoming and outgoing correspondence; posts and issues certified true copies of documents and authorized persons.
8. Performs related jobs called by the Municipal Engineer and immediate supervisor as disseminated of vital documents and issues.

**MUNICIPAL ENGINEERING OFFICE (MEO)  
External Services**

- 1. Approval and issuance of Building Permit**
- 2. Issuance of Certified True Copies**
- 3. Approval and Issuance of Electrical Permit**
- 4. Approval and Issuance of Fencing Permit**
- 5. Approval and Issuance of Ground Preparation and Excavation Permit**
- 6. Municipal Heavy Equipment Rental**
- 7. Approval and Issuance of Mechanical Permit**
- 8. Approval and Issuance of Occupancy Permit**
- 9. Infrastructure Project Implementation**
- 10. Technical Assistance in the Preparation of Program of Work (POW)**

