

# BIANITO R. SUSANA, JR.

**ASSISTANT MANAGER**

EDUCATION : BS MECHANICAL ENGINEERING  
**Adamson University**

## DUTIES AND RESPONSIBILITIES

- Supervise all activities of the Soils and Materials Testing Department.
- Schedules the department's activities and makes sure that all instructions given are performed smoothly and satisfactorily.
- Discuss project requirements, assign main and field laboratory personnel to perform specific jobs such as; Materials Testing, Soils Testing, and Analysis, and perform certain administrative functions of the departments.
- Checks and reviews all works performed in the department, makes comments and corrections, and sees to it that all reports are correct, presentable, and on time for submission to the client.
- Reviews and complies with all laboratory test results and field reports/data and prepares the final draft of the sub-surface exploration reports for the evaluation of the Geotechnical Engineer.
- Performs periodic evaluations on the performance, attitude, and behavior of all personnel working under the department and makes necessary recommendations.
- Schedules as deemed necessary and conducts lectures/seminars to upgrade the technical capability of the laboratory personnel and the department.
- Imposes proper handling, safekeeping, inventory, and issuance of laboratory equipment, accessories, tools, materials, and consumables.
- Develops procedures and techniques to enhance the efficiency of the department.

## CERTIFICATE

