## Site Engineer

|  |  |
| --- | --- |
| **Generic title** | Assistant |
| **General Description** | A technical or functional support role expected to support closely defined tasks within company procedures and industry standards. The person will receive instruction, tasks and guidance from a more senior manager.  In operations they will assist project and construction managers.  In commercial they will assist buyers, planners, estimators and surveyors |

## Competencies

|  |  |
| --- | --- |
| **Achieving Results** | Will set goals for self in own work environment  Demonstrates enthusiasm for the job |
| **Analytical thinking and decision making** | Rational and systematic analysis of situation to enable decisions on more varied issues  Questioning the evidence to evaluate issues |
| **Communication** | Ability to choose most appropriate style of communication  Able to listen actively by which we mean hearing and interpreting what is said  Demonstrating sound questioning techniques |
| **Dealing with change** | Positive attitude to change when presented  Contributes to change in own area of work |
| **Teamwork** | Contribute to the overall team objectives  Understand how to be part of a team  Regularly cooperate with team members |
| **Leadership** | The capacity to assume some position of influence within a team |
| **Managing resources** | Works effectively within time and budget constraints set by others  Looks to complete on schedule and recover slippage |
| **Negotiation** | The ability to discuss and agree priorities |
| **People Development** | Can respond within tested frameworks of development to identify own needs  Uses personal experience to build own skills |

## Role definition

|  |  |
| --- | --- |
| **Summary of role** | Responsible for day to day surveying and setting out duties. |
| **Responsibilities and accountabilities** | Setting out of civil engineering and building works on various sites within the company’s operating area  Ensure quality control requirements are met and recorded in accordance with specification  Operate and promote a high standard of health and safety and environment compliance  Plan and schedule the work and efficiently organise the site in order to meet an agreed programme of deadlines  Attend regular meetings with the section engineer/sub agent/agent to update on progress of works  Supervise and monitor the site labour force through general foreman and or supervisors, monitoring the work of any subcontractors to complete the work as per customer's satisfaction  Oversee quality control and safety matters on the site, and ensure that regulations are adhered to  Resolve any unexpected technical difficulties and other problems that may arise at any time  Oversee the selection and requisition of materials for use in the construction / maintenance, to check whether the materials are as specified  Supervise and ensure proper maintenance of materials and to advise on technology and modifications required for a simpler and cost saving mechanism  Prepare necessary paperwork for the completion of work and get it authorised by the client after their inspection  Maintain standards of safety and comply with Company’s health, safety and environment management system requirements  Take reasonable care of own health and safety and that of others in the workplace  Follow and maintain Company standards of quality in accordance with company quality system requirements General management and co-ordination of digital engineering information  Land survey and mapping tasks including production of drawings  Assist with the digital computation of construction quantities for tendering and measurement purposes  Assist with compilation of as built drawings |
| **Qualifications, training and technical knowledge** | Relevant industry qualification (HND/HNC/BEng)  Relevant CSCS card  CSCS 5 day safety qualification  Experience working on a construction site with site supervision experience  Able to set out and level  Sound knowledge of construction methods, health and safety, and legal regulations  Fully conversant with the use of robotic total station instruments  Experienced and confident in the setting out of earthworks and structures  Have some experience of AutoCAD  Fundamental understanding of bill of quantities |
| **Attributes and skills** | Some supervision skills  Ability to manage a given list of tasks  Ability to work well either alone or as part of a team  Some knowledge of construction practices and standards within their subject  Good writing, analytical and problem solving skills  Ability to follow oral and written instructions  Ability to handle situations and problems  Know when to ask for help and guidance |