## Section Engineer

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| **Generic title** | Manager – 3 |
| **General Description** | A technical or functional role expected to deliver closely defined tasks within company procedures and industry standards. The person will receive clear guidance.  In operations they will supervise teams of trades or provide engineering and construction functions. They will provide technical services (engineering, construction) on a site or project.  In commercial they will work in a team of estimators, surveyors or designers. They may supervise small groups working on a specific task. |

## Competencies

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| **Achieving Results** | Sets clear and appropriate goals that consider the bigger picture  Drives well to achieve consistent results  Deliver a quality performance consistently |
| **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** | Sees a potential of new ideas and situations  Takes a pragmatic approach to change  Considers impact of change on others as well as self  Ability to explain the effects to colleagues |
| **Teamwork** | Develop inter-company collaboration inside and outside company  Understand the role of a team and how it delivers the objectives  Can adapt to different types of teams in most situations  Take a cohesive and encouraging approach to team working |
| **Leadership** | Ability to take control of situations with one’s sphere of influence  Assume responsibility – organising and guiding where necessary |
| **Managing resources** | Create a plan for familiar project or process  Interpret a plan and decide what resources and required  Bring resources together and ensure they are efficiently deployed  Able to call upon and manage diverse skills and methods to deliver results |
| **Negotiation** | Understand the other’s point of view  Make an objective and structured case with pros and cons  Understand the need to give and take  Understand and defend a position |
| **People Development** | Can work well within tested frameworks of development to identify other’s needs  Use personal experience to build skills in other people  Use informal and formal performance reviews to target needs for development  Understand and recognise people’s current career needs  Coach and give feedback  Build development plans with others |

## Role definition

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| **Summary of role** | Ensure that above and below ground level a project is undertaken in accordance with the customer’s requirements for level and dimension. |
| **Responsibilities and accountabilities** | Understand and interpret the drawings and specifications  Provide engineering expertise and support to the project team  Produce risk assessments and method statements for safe execution of the works  Ensure work is executed in a safe manner meeting legal guidelines set out in health safety and requirements and environmental compliance  Organise and supervise resources necessary to meet the contract programme  Set a high personal example of safety and environmental behaviour  Monitor the work under their control to ensure that any unsafe work conditions and non compliance with company policies and procedures are promptly remedied  Maintain good working relations with the customer, the design team and our supply chain  Advise engineers on setting out methods and techniques  Ensure that the drawings and specification documents contain sufficient, accurate information for construction of the works. Formally request any missing information in sufficient time to allow the programme to proceed without delay  Ensure that works are accurately and clearly set out before work is programmed to commence, allowing time for independent checking where required  Communicate with foremen and gangers to ensure full understanding of information provided  Confirm in writing, on the same day, any verbal instructions received from the customer and/or design team staff and ensure that comprehensive records of resources employed on additional works are maintained  Arrange formal checking of setting out and ensure check request form is completed  Ensure reasonable survey book standards and daily diaries are maintained by engineers  Ensure that inspection and test plans are completed as required by the specification, including a check of dimension accuracy and quality  Prepare four weekly programmes in conjunction with the section foreman, coordinated with overall site programme and ensure necessary resources available with sub agent / agent  Monitor four weekly programme, mark up progress for review at the weekly site review meeting  Prepare written risk assessments and method statements for the control of the works  Keep a full and accurate daily site diary, including any changes/variations, subcontractors attendance, and records of work related discussions with the customer, design and/or project team  Carry out material take off and requisitions as requested by sub agent / agent  Ensure all delivery tickets are cost coded and passed to accounts department and/or commercial team for processing  Ensure that testing / sampling of materials is carried out as required by the specification  Order materials and maintain register of all orders placed and confirmed  Carry out other relevant duties as required from time to time |
| **Qualifications, training and technical knowledge** | Relevant industry qualification (HND/HNC/BEng or equivalent)  Relevant CSCS Card  Good knowledge of specifications and testing regime relevant to general civil engineering  Hands on approach to the commercial and planning aspects of the project  Civil engineering and construction experience  Able to produce and explain accurate plans and drawings  Good IT skills and able to work confidently with MS Office and other system applications |
| **Attributes and skills** | Ability to work in a team environment contributing across a project, site or area  Good supervision skills, with the ability to motivate self and small teams to perform specific tasks  Good planning and time management skills  Ability to contribute to meeting standards and specifications  Ability to work well either alone or as part of a team  Sound knowledge of construction practises and standards within their subject  Specialist knowledge in chosen field  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 |