## 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 pictureDrives well to achieve consistent resultsDeliver a quality performance consistently  |
| **Analytical thinking and decision making**  | Rational and systematic analysis of situation to enable decisions on more varied issuesQuestioning the evidence to evaluate issues  |
| **Communication** | Ability to choose most appropriate style of communicationAble to listen actively by which we mean hearing and interpreting what is saidDemonstrating sound questioning techniques  |
| **Dealing with change** | Sees a potential of new ideas and situationsTakes a pragmatic approach to changeConsiders impact of change on others as well as selfAbility to explain the effects to colleagues  |
| **Teamwork** | Develop inter-company collaboration inside and outside companyUnderstand the role of a team and how it delivers the objectivesCan adapt to different types of teams in most situationsTake a cohesive and encouraging approach to team working |
| **Leadership** | Ability to take control of situations with one’s sphere of influenceAssume responsibility – organising and guiding where necessary |
| **Managing resources**  | Create a plan for familiar project or processInterpret a plan and decide what resources and requiredBring 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 consUnderstand the need to give and takeUnderstand and defend a position |
| **People Development**  | Can work well within tested frameworks of development to identify other’s needsUse personal experience to build skills in other peopleUse informal and formal performance reviews to target needs for development Understand and recognise people’s current career needsCoach and give feedbackBuild 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 specificationsProvide engineering expertise and support to the project teamProduce risk assessments and method statements for safe execution of the worksEnsure work is executed in a safe manner meeting legal guidelines set out in health safety and requirements and environmental complianceOrganise and supervise resources necessary to meet the contract programmeSet a high personal example of safety and environmental behaviourMonitor the work under their control to ensure that any unsafe work conditions and non compliance with company policies and procedures are promptly remediedMaintain good working relations with the customer, the design team and our supply chainAdvise engineers on setting out methods and techniquesEnsure 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 delayEnsure that works are accurately and clearly set out before work is programmed to commence, allowing time for independent checking where requiredCommunicate with foremen and gangers to ensure full understanding of information providedConfirm 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 maintainedArrange formal checking of setting out and ensure check request form is completedEnsure reasonable survey book standards and daily diaries are maintained by engineersEnsure that inspection and test plans are completed as required by the specification, including a check of dimension accuracy and qualityPrepare four weekly programmes in conjunction with the section foreman, coordinated with overall site programme and ensure necessary resources available with sub agent / agentMonitor four weekly programme, mark up progress for review at the weekly site review meetingPrepare written risk assessments and method statements for the control of the worksKeep 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 teamCarry out material take off and requisitions as requested by sub agent / agentEnsure all delivery tickets are cost coded and passed to accounts department and/or commercial team for processingEnsure that testing / sampling of materials is carried out as required by the specificationOrder materials and maintain register of all orders placed and confirmedCarry 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 CardGood knowledge of specifications and testing regime relevant to general civil engineeringHands on approach to the commercial and planning aspects of the projectCivil engineering and construction experience Able to produce and explain accurate plans and drawingsGood 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 areaGood supervision skills, with the ability to motivate self and small teams to perform specific tasksGood planning and time management skillsAbility to contribute to meeting standards and specifications Ability to work well either alone or as part of a teamSound knowledge of construction practises and standards within their subject Specialist knowledge in chosen fieldGood writing, analytical and problem-solving skillsAbility to follow oral and written instructionsAbility to handle situations and problemsKnow when to ask for help and guidance  |