



Job Description Form

NAME:		Contact Number:	
JOB TITLE:	Section Engineer	REPORTS TO:	
Other member team contributing to task:			
ROLE OVERVIEW: → To manage the technical aspects associated with tunnel construction		PROCESSES and TASKS : The Section Engineer plays a key role in assisting to deliver the following : → → →	
RESPONSIBILITIES			
<p>General:</p> <ul style="list-style-type: none"> → Prepare short term programs for a section of works and ensure materials and resources are available to achieve this. → Deliver pre-start briefings. → Contribute to the development and improvement of working methods. → Prepare method statements and monitor their compliance. → Order and call off materials to programme requirements in a timely manner. → Monitor production outputs and contribute to analysis to achieve improvement. → Contribute to the development and improvement of construction process and associated system. → Liaise with surveyors and ensure primary control is maintained. → Ensure all material sampling is carried out in line with the method statement. → Provide all technical support to the site engineers. → Ensure that comprehensive records are maintained on a shift basis and review shift reports. → Produce and maintain all necessary work permits, coordinate with local authorities and stakeholders to obtain necessary consents. → Ensure all quality records are complied and maintained. → Ensure all operations are carried out safely in accordance with procedures and take appropriate actions where required. → Raise technical queries. → Check operator competence certification if new to task. → Deliver method statement briefings and risk assessments and ensure all operatives have appropriate training for the task. → Ensure the works are executed to the quality plan. → Manage sub-contractors. → Record the works and keep diaries, technical and quality records as appropriate. 			
Safety : → Participate to Health & Safety promotion → Lead by example → Monitor safe systems of work		Environment : → Proactively take measures to eliminate/ minimise potential environmental impacts → Demonstrate a personal commitment to environmental issues	
Quality : → Develop and drive continuous improvement → Participate to achieve continuous improvement.		Engineering/Planning : → Participate in the production of the construction planning → Monitor the construction progress	

Client/Communication : → Liaise with the client for all construction issues	Commercial : →
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EXPERIENCE & KNOWLEDGE

Experience & knowledge:

- Experience of working in a city centre environment.
- Working knowledge of equipment and systems.
- Excellent organisational, planning and time management skills; able to manage projects simultaneously without compromising on standards and quality.
- Good communication skills.
- Working knowledge of Roads and Street works Act.

QUALIFICATION & SKILLS

General Skills and Qualifications: Posses For information in relation to specific skills and qualifications please refer to the BBMV competence matrix.	Specific Qualifications: → Preferably degree qualified in a civil engineering related subject.
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COMPETENCIES REQUIREMENTS

Behavioural Competencies: → Achievement Focus → Communication → Planning & Organising → Analysis & Problem Solving → Influencing & Negotiating → Decision Taking & Risk Management → Team Working → Leadership → Developing Self and Others → Customer Orientation & Focus → Business Knowledge	Technical Competencies: → Ability to develop friendly and professional customer focused relations with others. → Good management skills, with the ability to motivate employees to achieve high standards of compliance. → Confidence and ability to manage sub-contractors. → Flexible and dynamic. → Self driven, results-oriented with a positive outlook.
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ACCEPTANCE AND VALIDATION

Designated Signature & Date	Line Manager Signature
Deputy(s) Signature(s) & Date	