

# Job Description Form

<b>NAME:</b>		<b>Contact Number:</b>	
<b>JOB TITLE:</b>	Section Engineer	<b>REPORTS TO:</b>	
<b>Other member team contributing to task:</b>			
<b>ROLE OVERVIEW:</b> → To manage the technical aspects associated with tunnel construction		<b>PROCESSES and TASKS :</b> The Section Engineer plays a key role in assisting to deliver the following : → → →	
<b>RESPONSIBILITIES</b>			
<b>General:</b> → 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.			
<b>Safety :</b> → Participate to Health & Safety promotion → Lead by example → Monitor safe systems of work		<b>Environment :</b> → Proactively take measures to eliminate/ minimise potential environmental impacts → Demonstrate a personal commitment to environmental issues	
<b>Quality :</b> → Develop and drive continuous improvement → Participate to achieve continuous improvement.		<b>Engineering/Planning :</b> → Participate in the production of the construction planning → Monitor the construction progress	

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<b>Client/Communication :</b> → Liaise with the client for all construction issues	<b>Commercial :</b> →
<b>EXPERIENCE &amp; KNOWLEDGE</b>	
<b>Experience &amp; knowledge:</b> → 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.	
<b>QUALIFICATION &amp; SKILLS</b>	
<b>General Skills and Qualifications:</b> Posses For information in relation to specific skills and qualifications please refer to the BBMV competence matrix.	<b>Specific Qualifications:</b> → Preferably degree qualified in a civil engineering related subject.
<b>COMPETENCIES REQUIREMENTS</b>	
<b>Behavioural Competencies:</b> → 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	<b>Technical Competencies:</b> → 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.
<b>ACCEPTANCE AND VALIDATION</b>	
<b>Designated Signature &amp; Date</b>	<b>Line Manager Signature</b>
<b>Deputy(s) Signature(s) &amp; Date</b>	