## Site Engineer

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| **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

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| **Achieving Results** | Will set goals for self in own work environmentDemonstrates enthusiasm for the job  |
| **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** | Positive attitude to change when presentedContributes to change in own area of work  |
| **Teamwork** | Contribute to the overall team objectivesUnderstand how to be part of a teamRegularly 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 othersLooks 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 needsUses personal experience to build own skills  |

## Role definition

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| **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 areaEnsure quality control requirements are met and recorded in accordance with specificationOperate and promote a high standard of health and safety and environment compliancePlan and schedule the work and efficiently organise the site in order to meet an agreed programme of deadlinesAttend regular meetings with the section engineer/sub agent/agent to update on progress of worksSupervise 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 satisfactionOversee quality control and safety matters on the site, and ensure that regulations are adhered toResolve any unexpected technical difficulties and other problems that may arise at any timeOversee the selection and requisition of materials for use in the construction / maintenance, to check whether the materials are as specifiedSupervise and ensure proper maintenance of materials and to advise on technology and modifications required for a simpler and cost saving mechanismPrepare necessary paperwork for the completion of work and get it authorised by the client after their inspectionMaintain standards of safety and comply with Company’s health, safety and environment management system requirementsTake reasonable care of own health and safety and that of others in the workplaceFollow and maintain Company standards of quality in accordance with company quality system requirements General management and co-ordination of digital engineering informationLand survey and mapping tasks including production of drawingsAssist with the digital computation of construction quantities for tendering and measurement purposesAssist with compilation of as built drawings |
| **Qualifications, training and technical knowledge**  | Relevant industry qualification (HND/HNC/BEng)Relevant CSCS cardCSCS 5 day safety qualificationExperience working on a construction site with site supervision experienceAble to set out and levelSound knowledge of construction methods, health and safety, and legal regulationsFully conversant with the use of robotic total station instrumentsExperienced and confident in the setting out of earthworks and structuresHave some experience of AutoCADFundamental understanding of bill of quantities |
| **Attributes and skills**  | Some supervision skillsAbility to manage a given list of tasksAbility to work well either alone or as part of a teamSome knowledge of construction practices and standards within their subjectGood writing, analytical and problem solving skillsAbility to follow oral and written instructionsAbility to handle situations and problems Know when to ask for help and guidance  |