

Senior Site Engineer

Generic title	Manager – 3
General Description	<p>A technical or functional role expected to deliver closely defined tasks within company procedures and industry standards. The person will receive clear guidance.</p> <p>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.</p> <p>In commercial they will work in a team of estimators, surveyors or designers. They may supervise small groups working on a specific task.</p>

Competencies

Achieving Results	<p>Sets clear and appropriate goals that consider the bigger picture</p> <p>Drives well to achieve consistent results</p> <p>Deliver a quality performance consistently</p>
Analytical thinking and decision making	<p>Rational and systematic analysis of situation to enable decisions on more varied issues</p> <p>Questioning the evidence to evaluate issues</p>
Communication	<p>Ability to choose most appropriate style of communication</p> <p>Able to listen actively by which we mean hearing and interpreting what is said</p> <p>Demonstrating sound questioning techniques</p>
Dealing with change	<p>Sees a potential of new ideas and situations</p> <p>Takes a pragmatic approach to change</p> <p>Considers impact of change on others as well as self</p> <p>Ability to explain the effects to colleagues</p>
Teamwork	<p>Develop inter-company collaboration inside and outside company</p> <p>Understand the role of a team and how it delivers the objectives</p> <p>Can adapt to different types of teams in most situations</p> <p>Take a cohesive and encouraging approach to team working</p>
Leadership	<p>Ability to take control of situations with one's sphere of influence</p> <p>Assume responsibility – organising and guiding where necessary</p>
Managing resources	<p>Create a plan for familiar project or process</p> <p>Interpret a plan and decide what resources and required</p> <p>Bring resources together and ensure they are efficiently deployed</p> <p>Able to call upon and manage diverse skills and methods to deliver results</p>
Negotiation	<p>Understand the other's point of view</p> <p>Make an objective and structured case with pros and cons</p> <p>Understand the need to give and take</p> <p>Understand and defend a position</p>
People Development	<p>Can work well within tested frameworks of development to identify other's needs</p> <p>Use personal experience to build skills in other people</p> <p>Use informal and formal performance reviews to target needs for development</p> <p>Understand and recognise people's current career needs</p> <p>Coach and give feedback</p> <p>Build development plans with others</p>

Role definition

Summary of role	Successful and safe execution of part or all of a project depending on size, requiring planning and programming capability.
Responsibilities and accountabilities	<p>Carry out setting out duties accurately and on time</p> <p>General management and co-ordination of digital engineering information</p> <p>Setting out of civil engineering and building works on various sites within the company's operating area</p> <p>Land survey and mapping tasks including production of drawings</p> <p>Digital computation of construction quantities for tendering and measurement purposes</p> <p>Occasional site management support</p> <p>Ensures quality control requirements are met and recorded in accordance with specification</p> <p>Operates and promotes a high standard of health and safety and environment compliance</p> <p>Some supervision on site</p> <p>Manage site to achieve production targets.</p> <p>Carry out daily briefings</p> <p>Explain method statements and programmes</p> <p>Engage workforce in planning and problem solving</p> <p>Manage and supervise site engineers</p> <p>Ensure survey equipment is calibrated</p> <p>Maintain detailed site diary</p> <p>Manage TQ, CC and site correspondence</p> <p>Coordinate labour plant and materials</p> <p>Ensure works are set correctly and accurately</p> <p>Produce three weekly programmes</p> <p>Produce and check method statements and risk assessments.</p> <p>Procure material in a timely manner</p> <p>Produce labour plant and material reconciliation's</p> <p>Produce a weekly measure</p> <p>Obtain all necessary work permits</p> <p>Produce H & S file and as built information</p> <p>Any other reasonable duties required.</p>
Qualifications, training and technical knowledge	<p>Educated to degree level or equivalent in relevant industry subject</p> <p>Sound knowledge of construction methods, health and safety and legal regulations</p> <p>Fully conversant with the use of robotic total station instruments</p> <p>Some experience of AutoCAD</p>
Attributes and skills	<p>Ability to work in a team environment contributing across a project, site or area</p> <p>Good supervision skills, with the ability to motivate self and small teams to perform specific tasks</p> <p>Good planning and time management skills</p> <p>Ability to contribute to meeting standards and specifications</p> <p>Ability to work well either alone or as part of a team</p> <p>Sound knowledge of construction practises and standards within their subject</p> <p>Specialist knowledge in chosen field</p> <p>Good writing, analytical and problem-solving skills</p> <p>Ability to follow oral and written instructions</p> <p>Ability to handle situations and problems</p> <p>Know when to ask for help and guidance</p>