

Section 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	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	<p>Understand and interpret the drawings and specifications</p> <p>Provide engineering expertise and support to the project team</p> <p>Produce risk assessments and method statements for safe execution of the works</p> <p>Ensure work is executed in a safe manner meeting legal guidelines set out in health safety and requirements and environmental compliance</p> <p>Organise and supervise resources necessary to meet the contract programme</p> <p>Set a high personal example of safety and environmental behaviour</p> <p>Monitor the work under their control to ensure that any unsafe work conditions and non compliance with company policies and procedures are promptly remedied</p> <p>Maintain good working relations with the customer, the design team and our supply chain</p> <p>Advise engineers on setting out methods and techniques</p> <p>Ensure 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 delay</p> <p>Ensure that works are accurately and clearly set out before work is programmed to commence, allowing time for independent checking where required</p> <p>Communicate with foremen and gangers to ensure full understanding of information provided</p> <p>Confirm 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 maintained</p> <p>Arrange formal checking of setting out and ensure check request form is completed</p> <p>Ensure reasonable survey book standards and daily diaries are maintained by engineers</p> <p>Ensure that inspection and test plans are completed as required by the specification, including a check of dimension accuracy and quality</p> <p>Prepare four weekly programmes in conjunction with the section foreman, coordinated with overall site programme and ensure necessary resources available with sub agent / agent</p> <p>Monitor four weekly programme, mark up progress for review at the weekly site review meeting</p> <p>Prepare written risk assessments and method statements for the control of the works</p> <p>Keep 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 team</p> <p>Carry out material take off and requisitions as requested by sub agent / agent</p> <p>Ensure all delivery tickets are cost coded and passed to accounts department and/or commercial team for processing</p> <p>Ensure that testing / sampling of materials is carried out as required by the specification</p> <p>Order materials and maintain register of all orders placed and confirmed</p> <p>Carry out other relevant duties as required from time to time</p>
Qualifications, training and technical knowledge	<p>Relevant industry qualification (HND/HNC/BEng or equivalent)</p> <p>Relevant CSCS Card</p> <p>Good knowledge of specifications and testing regime relevant to general civil engineering</p> <p>Hands on approach to the commercial and planning aspects of the project</p> <p>Civil engineering and construction experience</p>

	<p>Able to produce and explain accurate plans and drawings</p> <p>Good IT skills and able to work confidently with MS Office and other system applications</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>