

**ROLE DEFINITION**

## Site Engineer

<b>Generic title</b>	Assistant
<b>General Description</b>	<p>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.</p> <p>In operations they will assist project and construction managers.</p> <p>In commercial they will assist buyers, planners, estimators and surveyors</p>

## Competencies

<b>Achieving Results</b>	<p>Will set goals for self in own work environment</p> <p>Demonstrates enthusiasm for the job</p>
<b>Analytical thinking and decision making</b>	<p>Rational and systematic analysis of situation to enable decisions on more varied issues</p> <p>Questioning the evidence to evaluate issues</p>
<b>Communication</b>	<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>
<b>Dealing with change</b>	<p>Positive attitude to change when presented</p> <p>Contributes to change in own area of work</p>
<b>Teamwork</b>	<p>Contribute to the overall team objectives</p> <p>Understand how to be part of a team</p> <p>Regularly cooperate with team members</p>
<b>Leadership</b>	<p>The capacity to assume some position of influence within a team</p>
<b>Managing resources</b>	<p>Works effectively within time and budget constraints set by others</p> <p>Looks to complete on schedule and recover slippage</p>
<b>Negotiation</b>	<p>The ability to discuss and agree priorities</p>
<b>People Development</b>	<p>Can respond within tested frameworks of development to identify own needs</p> <p>Uses personal experience to build own skills</p>

## Role definition

<b>Summary of role</b>	<p>Responsible for day to day surveying and setting out duties.</p>
<b>Responsibilities and accountabilities</b>	<p>Setting out of engineering and building works on various sites within the company's operating area</p> <p>Ensure quality control requirements are met and recorded in accordance with specification</p> <p>Operate and promote a high standard of health and safety and environment compliance</p> <p>Plan and schedule the work and efficiently organise the site in order to meet an agreed programme of deadlines</p> <p>Attend regular meetings with the section engineer/sub agent/agent to update on progress of works</p> <p>Supervise 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 satisfaction</p> <p>Oversee quality control and safety matters on the site, and ensure that regulations are adhered to</p> <p>Resolve any unexpected technical difficulties and other problems that may arise at any time</p> <p>Oversee the selection and requisition of materials for use in the construction / maintenance, to check whether the materials are as specified</p>

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	<p>Supervise and ensure proper maintenance of materials and to advise on technology and modifications required for a simpler and cost saving mechanism</p> <p>Prepare necessary paperwork for the completion of work and get it authorised by the client after their inspection</p> <p>Maintain standards of safety and comply with Company’s health, safety and environment management system requirements</p> <p>Take reasonable care of own health and safety and that of others in the workplace</p> <p>Follow and maintain Company standards of quality in accordance with company quality system requirements General management and co-ordination of digital engineering information</p> <p>Land survey and mapping tasks including production of drawings</p> <p>Assist with the digital computation of construction quantities for tendering and measurement purposes</p> <p>Assist with compilation of as built drawings</p>
<p><b>Qualifications, training and technical knowledge</b></p>	<p>Relevant industry qualification (HND/HNC/BEng)</p> <p>Relevant CSCS card</p> <p>CSCS 5 day safety qualification</p> <p>Experience working on a construction site with site supervision experience</p> <p>Able to set out and level</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>Experienced and confident in the setting out of earthworks and structures</p> <p>Have some experience of AutoCAD</p> <p>Fundamental understanding of bill of quantities</p>
<p><b>Attributes and skills</b></p>	<p>Some supervision skills</p> <p>Ability to manage a given list of tasks</p> <p>Ability to work well either alone or as part of a team</p> <p>Some knowledge of construction practices and standards within their subject</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>