

JOB DESCRIPTION

Technical Manager / Chief Engineer

We are looking for a Technical Manager/Chief Engineer who will be responsible for ensuring that all setting out, technical, programme and H&S issues are controlled.

You will also be responsible for leading a team of engineers, in addition to directing any relevant sub-contractors.

In this role you will be responsible to the Construction Director.

Our Core Values

At Meldrum, we place real importance on recruiting the right person for the right role. Our Core Values govern the culture and behaviours we expect all of our employees to personify.



Integrity

Being honest and having strong consistent moral and ethical standards combined with mutually beneficial colleague relationships in order to drive positive behaviour and culture. Respect and trusting in each other's ability to do our job well, being accountable for our own actions and therefore being part of a successful team.



Pride & Passion

Placing a high importance on the value of the positive contribution each of us makes to the Organisation and the strength of commitment to do so.



Quality

Providing a level of service in line with our Quality, Environment Management Safety System (QEMS) and Best Practice.



Innovation

New methods of working which drives efficient behaviours and Continuous Improvement.

Main duties of the role will be:

- Assist in co-ordination and development of design.
- Challenge proposed design and offer safer or value engineered alternatives.
- Liaise with site teams to ensure information is in place, in line with programme.
- Attend Design team meetings, log minutes and ensure all actions are closed out.
- Ensure the Temporary works process is managed and logged at site level. Ensure that provisions are made in advance of programme. For example, shoring and formwork design liaison, Plate Load tests etc.
- Manage engineers and assist in their development.
- Ensure full business unit co-operation with ISO 9001 / 14001 Quality Manual.
- Develop quality control and compile quality checks in line with above.
- Ensure all employees are carrying out works as per drawings and specification.
- Assist in producing a programme of works.
- Ensure site drawings are filed properly, superseded drawings are disposed, and drawing register is maintained.



- Carry out take offs for material procurement (kerbs, drainage and channels, reinforcing steel, etc).
- Provide delivery dates and acceptable procurement time to enable materials to be purchased at best price. Bulk orders for concrete and stone etc.
- Liaise with Construction Manager and works manager with regard labour and plant requirements to meet the programme.
- Assist the commercial team in developing value engineering alternatives.
- Assist the commercial team in collating information for variations to contracts
- Where necessary, collate day works and site instructions, to ensure clients agree with extra works.
- Advise and update commercial team with any drawing changes / variations.
- Control the RFI log and ensure all construction issue information is available in good time.
- Assist in the compilation of Risk Assessments and Method Statements.
- Produce progress reports and programme reviews.
- Ensure site files and legal documentation is set up correctly.
- Ensure concrete testing process is managed.
- Compile O&M manuals.
- Assist in the compilation of monthly valuations; keep relevant records as and where required.
- Assist in the pricing of future works.
- Actively promote the company and help widen or client base.
- Assist in the compilation of the project budget.
- Make suggestions on ways to improve how we operate.
- Compile construction phase H&S plan.
- Ensure completed works are agreed /signed for by the client.
- Coach existing team members, to help them achieve their career goals.
- Section 106 Drainage connections applications.
- Road opening notice applications
- Liaise with specialist subcontractors.
- Carry out site management / engineering duties when required.

The main duties listed above are not intended to be exhaustive and may be revised in accordance with the requirements of the department and the company.

Continuous improvements

You will contribute to the overall running and continuous improvement of the business, along with development of the Civils Department, by ensuring that the highest professional standards are maintained to continually improve the service given to Clients. This includes:

- Identifying problems and offering solutions.
- Ensuring the Company's QEMS procedures are followed as they relate to Construction, and offering suggestions as to their development and improvement
- Encouraging and developing teamwork both within your team and between teams, internally and externally.
- Have an excellent understanding and are compliant with the processes outlined in IP06
- Actively participating in training and continuous improvement activities for betterment of skills and safe working practices.

General requirements

You will be expected to maintain the highest levels of confidentiality at all times regarding the company and its Clients. You must also work efficiently and safely at all times in accordance with the appropriate



training, the Company Safety Policy and HSE guidelines.

Your ability to relate well with Clients and Staff and to maintain high professional standards is very important, alongside your ability to communicate in a clear, concise manner both in writing and verbally. In doing so you must also ensure an appropriate standard of dress and personal appearance is maintained at all times.

You should demonstrate and use initiative to carry out work with minimal supervision, including the skills to prioritise and work to strict deadlines whilst being thorough and paying close attention to detail. This will be reinforced by demonstrating an enthusiastic, flexible and conscientious approach to work.

Once inducted, you should demonstrate a clear understanding of the Company's structure, values and procedures, including the QEMS. In relation to this, you must advise your line manager immediately of any visits to site by external agencies such as the Health & Safety Executive, Environmental Health Officers etc.



PERSON SPECIFICATION
Technical Manager / Chief Engineer

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• CSCS• SMSTS• HNC (or above) in Civil Engineering or Building Studies	<ul style="list-style-type: none">• Temporary Works• First Aid
Experience/ Skills	<p>Previous experience of:</p> <ul style="list-style-type: none">• Civil Engineering• Commercial Civil engineering• Roads and Sewers• Industrial Civils• Industrial Buildings• Reinforced Concrete• Earthworks• Management of team of site engineers.• Liaising with the design team• QEMS procedures• Programming & Planning <p>Skills:</p> <ul style="list-style-type: none">• Good commercial awareness• Good communicator.• Leadership skills• Computer Literate	<ul style="list-style-type: none">• Knowledge of Site engineering techniques and equipment.• AutoCAD