

JOB DESCRIPTION

Site Engineer – Civils Department

Role Overview

As Site Engineer you will be responsible for the Trainee Engineers, operatives and subcontractors.

In this role you will be responsible to the Civils Construction Manager.

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 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.

Key Responsibilities:

- Responsible for setting out all works in a consistent and understandable manner
- Ensure all employees are carrying out works as per drawings and specification
- Ensure Quality Procedure / Check sheets are completed for concrete works, drainage, paving tarmac etc
- Agree weekly measures with labour only subcontractors
- Ensure subcontractors are managed on site to enable them to work effectively, therefore ensuring that no additional costs are incurred
- Order materials (kerbs, drainage and channels, reinforcing steel, etc)
- Provide delivery dates and acceptable procurement time to enable materials to be purchased at the best price
- Liaise with Site Supervisor and Construction / Works Manager with regard labour and plant requirements to meet master programme
- In conjunction with Site Foreman, collate day works and site instructions to ensure agreements in principal of extra works being carried out on a weekly basis
- Ensure latest site drawings are available on site, are filed properly, superseded drawings are disposed of and a hard copy of the drawing register is maintained
- Assist in the compilation of Risk Assessments and Method Statements
- Technical queries including log
- Progress reports for client meetings in conjunction with the Works / Construction Manager
- 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
- Liaise with the design team to ensure information is in place in advance of construction activities. Design clarifications and suggestions for easier / cost saving options
- Make suggestions on ways to improve how we operate
- Update construction phase Health and Safety plan
- Ensure completed works are agreed / signed for by the client
- Coach existing team members to help them achieve their career goal

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 Construction 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
Site Engineer – Civils Department

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• Graduates will need an accredited degree in engineering: usually civil, structural, geotechnical, mechanical, electrical or building services. While in their graduate role, graduates will work towards a professional qualification with the most appropriate professional body (such as the Institution of Civil Engineers): this will either be incorporated or chartered status, depending on whether they have a BEng or an MEng/MSc.	<ul style="list-style-type: none">•
Experience/ Skills	<ul style="list-style-type: none">• Commercial awareness – an understanding of how your actions can affect profitability of a project• Team working and communication• Technical skills• An eye for detail• Problem solving• Management skills	<ul style="list-style-type: none">• Previous experience within the construction industry
Safety Skill Sets	<ul style="list-style-type: none">• Valid CSCS Card• Asbestos Awareness• CAT & Genny• Environmental Awareness• Face Fit• Fire Safety Awareness• Manual Handling• RAMS• SSSTS• Excavation & Temporary Works Awareness	<ul style="list-style-type: none">•
Knowledge and Other Relevant Factors	<ul style="list-style-type: none">•	

Signed:.....
Director

Date:.....

Signed:.....
Employee

Date:.....