

JOB PROFILE – SITE ENGINEER	
Date of Revision:	5 May 2004
Job Title:	Site Engineer
Department:	Turnkey Operations
Reporting to:	Site Manager/Sub Agent
Company:	Biwater Treatment Ltd
Location:	Site
HIGH LEVEL SUMMARY	
Providing setting out and quality control services to ensure that the Contract Works are constructed to the specification in an entirely safe manner , whilst maintaining appropriate site records.	
KEY PERFORMANCE OBJECTIVES	
1	Financial <ul style="list-style-type: none"> N/A
2	Internal Business Processes <ul style="list-style-type: none"> Improve quality of setting out; target:- zero setting out errors resulting in significant cost Quality control: get it right first time for work offered up for inspection Continuously improve H&S; target:- zero reportable/lost time accidents/near misses in 2004 Full implementation of quality procedures; target zero improvement notes
3	Customer <ul style="list-style-type: none"> Maintain good working relationships with Client's staff to ensure approvals are gained speedily
4	Learning and Development <ul style="list-style-type: none"> Set attainment targets for advancement to senior engineer/sub agent Working knowledge of processes within period 18 months Working knowledge of cost systems within period 9 months
5	Growth <ul style="list-style-type: none"> N/A
JOB SPECIFICATION	
Functions:	

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1	Technical
	<ul style="list-style-type: none">• Setting out the Works• Checking site work to ensure compliance with the specification and drawings• Agreement of site measurements and records with the Client's staff• Assist in maintaining drawing files, drawing register and site filing system• Liase with the design department to ensure updated information is always used• Taking off quantities from drawings for measurement purposes and to assist in the preparation of requisitions• Assist in the preparation of method statements , site programmes and temporary works planning• Assist in optimising the Company's commercial interests by ensuring that accurate records for variations are maintained in order to maximise returns• Assist in the preparation of the Construction Completion documentation• Maintain good relationships with the Client's staff
2	Personnel
3	Quality Assurance

- Assist in the preparation of development plans to identify training needs for site staff
- Assist in the development of site staff by ensuring that subordinates adopt good working practices and are given the opportunity to develop their skills
- Motivate team members by positive attitudes

- Ensure that the Company procedures are fully implemented
- Prepare and maintain site testing records
- Ensure that the works are constructed to a good quality in line with the specification and good working practice
- Ensure that the required quality records are maintained

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4 Health & Safety / Environmental

- In conjunction with other site staff ensure that all works are carried out in accordance with current legislation, the Company Health & Safety Policy, procedures and safe working practices
- Assist in maintaining the Health & Safety File and preparing safety returns
- Assist in identifying Health & Safety training needs for site personnel
- Assist the safety department in investigating any accident or incident
- Assist in ensuring that construction is carried out using good environmental practice
- Assist in ensuring that full risk assessments are carried out to avoid pollution incidents
- Reduce site waste to a minimum

Working Conditions

Based at site

Contacts

Internal –Sub Agent, Site Manager, Project Manager, contract engineers, design departments, planning, procurement, site team.

External – Client, consultant, suppliers and subcontractors.

Organisation Chart

Attached

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PERSON SPECIFICATION

Knowledge/Experience

- Civil engineering background, preferably with a contractor in the water industry
- At least 2 years site construction experience
- Design of RC water retaining structures an advantage

Education/Qualifications

- Degree or HND in civil engineering or building required **or:-**
- Undertaking sandwich course leading to degree

Skills

- Fully conversant with use of surveying instruments
- Conversant with setting out techniques
- Good record keeping
- Verbal communication
- Written communication
- Administrative skills
- Financially aware

Disposition

- Self-starter
- Enthusiastic
- Articulate
- Approachable
- Assertive
- Attention to detail
- Confident
- Fitness
- Good initiative
- Good team member
- Cooperative

Author: K Richards