

# Job Description

## Site Engineer

**Reports to**

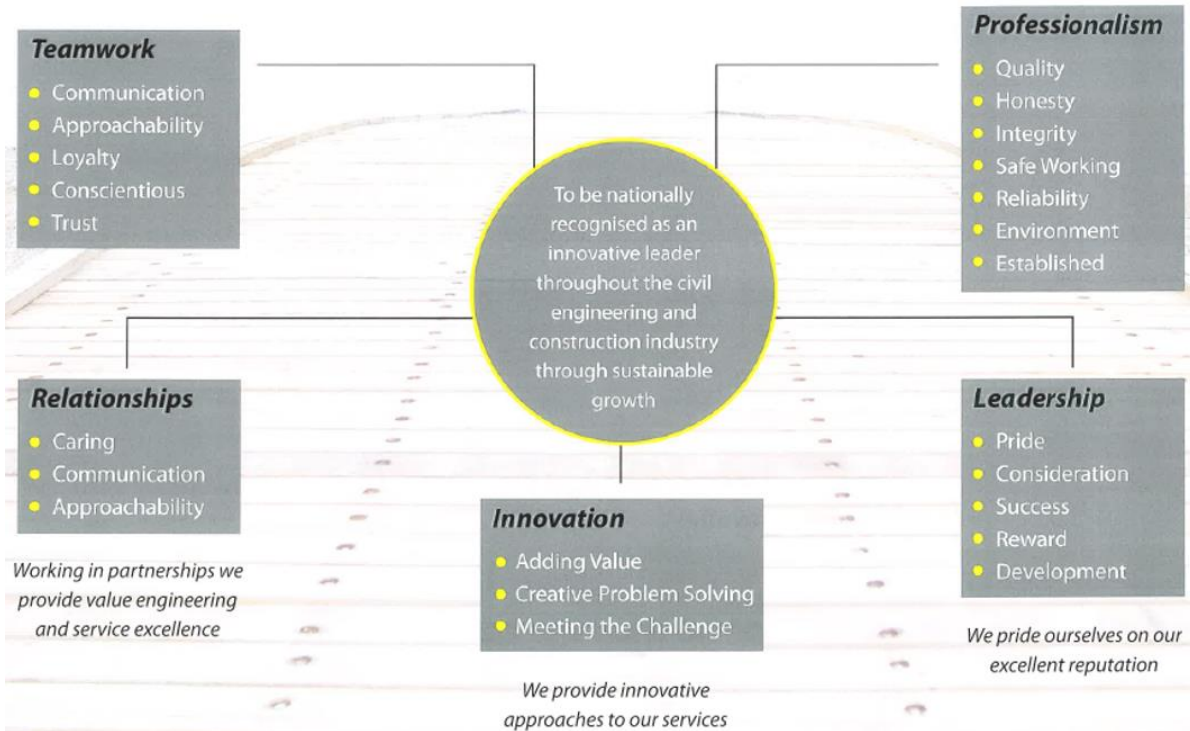
Technical Services Manager

**Direct and Indirect Reports**

**Our Mackley Mission**

“To be nationally recognised as an innovative leader throughout the civil engineering and construction industry through sustainable growth”

**Our Vision and Values**



**Job Purpose**

The Site Engineer will be responsible for surveying, setting out and quality assurance monitoring for activities on site. You will be able to use a range of surveying equipment and CAD products to allow delivery of accurate and timely support to site teams. You will be responsible for maintaining the required site records, including QA and as-built information. You will share responsibility for site security, health and safety, and the organisation and supervision of the material and human resources. You will review design proposals and identify clashes, issues and errors as soon as possible to the Site Manager. Also required are knowledge of company procedures, health and safety, engineering techniques and specifications.

**Accountability**

**Quality**

- Work to and within the Mackley Integrated Management System, company procedures, policies and regularly communicate with your line manager.
- Day to day setting out and surveying.
- Monitoring of movement, vibration levels, noise levels, material certification, etc.
- Checking calibration of survey equipment.
- Ensuring reference points are preserved.
- Checking and recording construction prior to ‘cover-up’ or next process
- Recording details & inspections undertaken.
- Checking & recording new drawing issues for amendments & variances to work completed, underway or planned. These are to be highlighted to the Site Manager.
- Highlighting programme conflicts & possible sequencing issues with the G/F & Site Manager.

**Health, Safety & Environment**

- To comply with & follow all SHE legislation & rules & become conversant in their application.
- Quality records. Environmental & safety monitoring.
- Raising technical & other queries.

**Stakeholders & Community**

- Discussion with engineering representatives.
- Adapts well to customer demands & change.
- As required, attend training sessions, conferences & meetings in line with our commitment to Investors in People.

**Productivity**

- Calling off materials – measuring up for quantities.
- Monitor & record materials volumes imported, exported, used or wasted in conjunction with the G/F and the S/M.
- Produce short term programmes.
- Arrange material deliveries.
- Assisting Site Manager with site returns & Quality System paperwork.
- Monitoring the utilisation & need for plant & equipment on the site.

**Leadership**

- Overseeing construction within capabilities.
- To attend daily/weekly briefing & review meetings, making a full contribution.
- Be a role model for other staff.
- Support the Site Manager with monitoring performance standards & quality.
- Support the Site Manager with planning, organising & allocating work tasks.
- Assist the Site Manager in promoting a safe environmental & quality culture.
- Assist in the training and development of team members including apprentices.

**Key Result Areas**

- **Time/efficiency** – Plan and deliver results to the agreed programme and timescales.
- **Quality** – Promote a ‘right 1<sup>st</sup> time’ approach to the delivery of agreed specifications and standards.
- **Developing & Mentoring** – Supporting the development of apprentices and employees ensuring they have the right skills/certificates.
- **Environment**- Consistently manages & minimizes waste and disposal to remediate environmental hazards.
- **Leadership** – Be positive and lead by example. Embrace company objectives and deliver department goals.

**Person Specification**

**Qualifications**

- HNC/HND in Civil/Structural Engineering
- A BSc Degree in Civil/Structural Engineering or similar discipline (desirable)
- EngTech, IEng or CEng ICE membership (desirable)

**Training**

- CSCS Manager/Academically Qualified card
- Full driving license
- Site Safety Plus - SMSTS certificate
- First Aid at Work Certificate
- Site Safety Plus – SEATS certificate
- CAT & GENNY
- Fire Marshall
- Temporary Works Coordinator
- CPCS Crane Appointed Person (desirable)

**Skills & knowledge**

- Numeracy & literacy skills
- Knowledge of compliance with health, safety & environmental legislation
- Ability to supervise & work with teams
- Good planning, organisation & interpersonal skills
- Attention to detail
- Effective communication, influencing & negotiating skills
- Able to work at high concentration levels to ensure ‘right 1<sup>st</sup> time’
- Good time management & ability to prioritise & delegate
- Self-motivated & disciplined
- Up to date knowledge of job-related legislation & best practice (desirable)

**Experience**

- Proven experience of working on construction sites
- Proven experience of supervising team members (desirable)

**Personal qualities**

- Resilient & coping with the pressure of demanding targets & tight deadlines
- Maturity of judgement
- Enthusiastic, self-motivated & results focused
- Ability to use initiative & make recommendations for change
- Diligent
- Flexible & adaptable
- Is motivated to drive self-development using all available resources to achieve success
- A team player who can enjoy a challenge
- Ability to find ways to improve own level of knowledge & skill by networking both within & outside the company
- Ability to interact with & influence all internal & external departments at all levels
- A logical, organised & understanding individual who can deal responsibly & make responsible decisions
- Ability to multi-task & manage pressure

**Technology skills (Ideally)**

- Competent in the use of EDM, Total Stations, GPS surveying systems and automatic levels.
- Experience of the use of point cloud data would be an advantage.
- Competent with surveying and AutoDesk software packages. Ideally including LSS, Civils 3D,
- The use of CDE's (Business Collaborator, Projectwise, Asite, etc)
- Microsoft Project
- IT Microsoft Office skills (including Word, Excel, Outlook)

**Relationships**

*Internal*

Foreman/Supervisor
Contracts Manager/Project Manager
Works Manager/Site Manager
Operations Manager
Technical Services Manager

*External*

Members of the public
Subcontractors

**Additional information**

You will be expected to work and travel to various Mackley sites throughout the UK.

The Company may, from time to time, require you to undertake duties other than those outlined in this job description and/or to undertake work in other departments/sites to meet customer demands. Any changes to this job description will be discussed and agreed with you.