

### **Job Description for Senior Site Engineer**

1. Maintain and interpret site drawings, topographical drawings, construction drawings, rebar drawing and rebar schedules.
2. Setting out from the contract drawings/information, carry out surveys as and when required.
3. Be able to use robotic instruments, GPS instruments, lasers, levels etc.
4. Ensure works are carried out as per the contract drawings and specification.
5. Maintain records, site diary, quality assurance documentation, reports and records.
6. Provide as built information.
7. Ensure gangs are working correctly, implement and maintain permit to dig and other relevant permits (if applicable). Assist/have responsibility for the Health and Safety matters on site.
8. Communicate with the site manager/rest of the site team and assist with the organising of site, this would include materials, forecasting materials / plant required and sub-contract management.
9. Be able to attend meetings/deal with the client/inspectors if the site manager cannot attend.
10. Be a point of contact for the clerk of works/client/gangers/sub-contractors to assist with the progression of works and carry out any inspections required with any required party.
11. Assist with inputting information/durations to programme of works.

### **Items possibly out of the scope of a basic site engineer**

1. Be fully conversant with AutoCad and able to extract data from it for site purposes.
2. Be able to use other programmes to calculate volumes, DTMs etc, this would be a programme such as AutoCad Civil 3d/NRG/N4CE/LSS etc.
3. Assist with tender preparation, be able to calculate volumes / material take offs / material forecasting from drawings.
4. Be able to run sections on their own (or a site).
5. Be able to step up from reporting to a site manager/foreman etc to be the responsible person.
6. Be able to organise labour / plant / materials to achieve programme dates.
7. Represent the company, go to site meetings, meet and discuss works with the client or other relevant parties.
8. Be confident in decision making without having to ring others to check first.
9. Be the point of contact from the Sandycroft office.
10. Be able to be the technical advisor on site, for example that the designer can go to discuss items with and discuss/generate ideas/solutions as the best way forward.
11. Be able to produce drawings in AutoCad format.
12. Be able to produce programme of works.
13. Ensure all Health and Safety matters are carried out/completed and maintained. This would include inductions/LOWLER/PUWER/Temp works/relevant inspections. Meet with Mike Scullion Internal health and safety assessors.
14. Produce Method Statements and risk assessments.