

Job Specification for Site Engineer



POST:	Site Engineer
Reporting to:	Site Manager
Summary of Position	Accurate setting out of given lines and levels and supervision of the operation from commencement to completion. Assist Site Manager in the control and supervision of the project.

Responsibilities & Duties

- Manage and maintain drawing/information issue and distribution to ensure all information is accurate and latest revisions
- Engage with the project team to gather relevant information to mitigate all H & S construction risks in compliance with CDM regulations
- Provide technical advice to subcontractors, tradespeople and operatives
- Set out, level and survey the site
- Check plans, drawings and quantities for accuracy of calculations
- Ensure that all materials used and work performed are in accordance with the specifications
- Advise procurement team of materials required on site
- Liaise with any consultants, subcontractors, supervisors, planners, quantity surveyors and the general workforce involved in the project
- Liaise with the local authority (where appropriate to the project) to ensure compliance with local construction regulations and by-laws
- Carry out day-to-day management of the site, including supervising and monitoring the site labour force and the work of subcontractors
- Plan the work and efficiently organise plant and site facilities in order to meet agreed deadlines
- Saving all relevant information to the Common Data Environment
- Carry out daily and weekly Quality control inspection on all relevant elements of works
- Ensure statutory H & S checks are carried out, i.e. lifting equipment, scaffolding, excavation
- Prepare reports as required
- Resolve any unexpected technical difficulties and other problems that may arise
- Ensure that the works is compliant to Contract Programme
- Ensure compliance with H & S responsibilities as outlined in the Company Policy
- Compliance with ISO 9001, 14,001 & OHSAS 45,001 Management Systems.