

Job Description

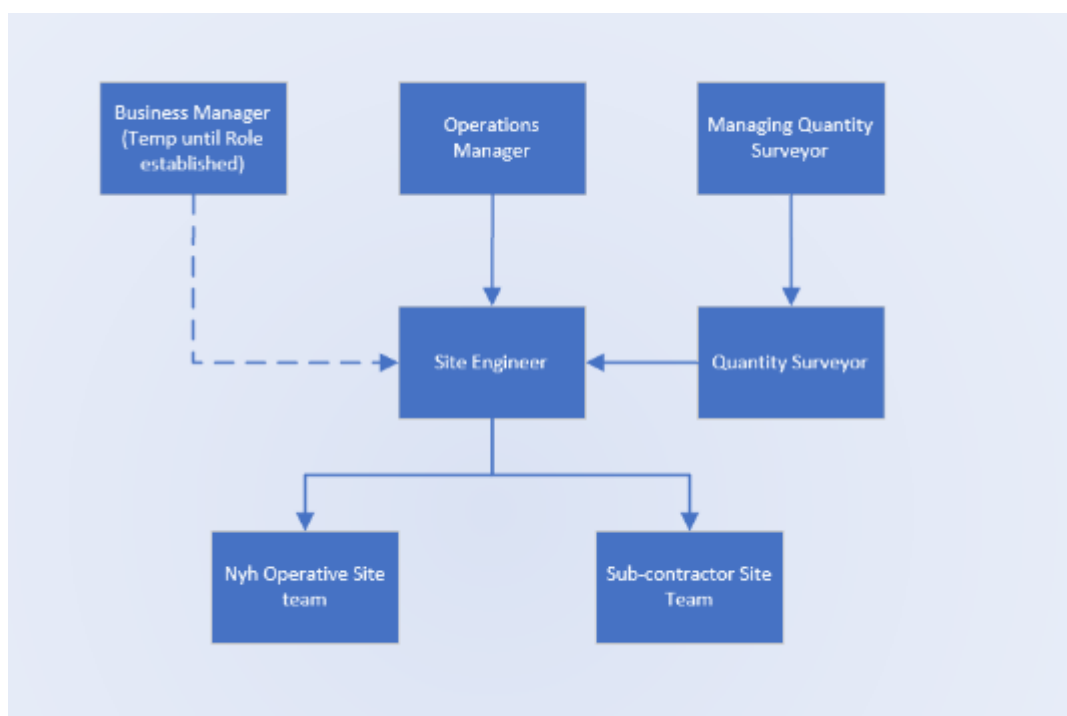
Business Area	Schemes – External Works
Post Title	Site Engineer
Grade	9
Reports To	Operations Manager (Temp Business Manager)
Date of Issue	January 2024

Job Purpose

To provide operational management and site engineering expertise for a variety of highway related schemes. The role will provide day-to-day supervision of highways and construction works directing both operatives and subcontractors.

Responsibilities and duties include the supervision and project management of a scheme from implementation to handover, liaising with the various stakeholders to ensure quality, budget control, safety and compliance.

Structure chart



Main Duties and Responsibilities

1. To lead on all aspects of one or more schemes e.g. pre-construction, scheme delivery and scheme close out

2. To work alongside the Commercial department during the tender process, producing programmes of work using value engineering techniques to enable efficient work schedules.
3. Utilise appropriate software for different purposes e.g. MS Project estimate scheme durations and costs and CEMAR (Contract Event Managing and Reporting) to ensure contract governance.
4. Programme manage schemes through the design and construction process, monitor and report on deliverables, programmes and manage change control.
5. Monitor and update on scheme financial position, control costs to maintain the financial programme and co-ordinate additional claims.
6. Develop positive working relationships with clients, stakeholders and third parties involved in the schemes including client representatives, local businesses and residents dealing with complex issues in a positive and professional manner.
7. Supply chain management ensuring the planning, programming and efficient use of materials, plant and labour on a daily basis
8. Responsible for setting out the site using a variety of tools including GPS enabled EDMs and subsequently ensure adherence to CDM requirements
9. Day to day supervision of the works, managing NYH staff and subcontractors on site co-ordinating Scheme Construction Plan work in an efficient manner, ensuring daily briefings take place with all Operatives and subcontractors
10. Maintain and oversee accurate record keeping including, but not limited to site activities in the form of a daily allocation sheet, daily vehicle check sheet and plant returns.
11. Attending relevant meetings in connection with programme / scheme delivery e.g. team meetings and key contract meetings
12. Ensure full scheme close out is completed e.g. site records, complete as-built survey and mark up as-constructed drawings and any documentation, files or manuals as required by the client.
13. Responsible for relevant IMS (Integrated Management System) procedures being undertaken, including but not limited to safety inspections, site inspections and inductions; providing feedback and solutions where required
14. Develop and maintain Health and Safety plans including the development of a risk register in conjunction with the Commercial Team, identification of risks and ensuring control methods are in place for safe practice
15. Responsible for Health and Safety on site and promotion of safe working methods ensuring that toolbox talks and safety audits are completed in accordance with Company policies
16. Fulfil your health and safety management role as detailed in the NY Highways Health and Safety Policy, organisational statements, and procedures to ensure a safe working environment for yourself, members of your team and others who may be affected by your team's activities.

17. Work in line with all NY Highways policies and procedures and be aware of the obligations for employees under these.
18. Behave according to the Employee Code of Conduct and be aware of employee responsibilities under the Code.
19. Behave according to the Behaviours Framework.
20. Comply with health and safety policies, organisational statements and procedures, report any incidents / accidents / hazards and take a pro-active approach to health and safety matters in order to protect oneself and others.
21. Undertake any other duties of a similar nature that may be required from time-to-time.

Person Specification

Criteria No	Criteria Description	Essential (E)	Desirable (D)
Qualifications & Education			
	Graduate Engineer in Civil Engineering or possess HNC in Civil Engineering or NVQ4 or equivalent relevant experience	E	
	Qualifications / Documented training site engineering (Setting out)	E	
	To hold SMSTS or similar or be willing to undertake	E	
	Proficient in Microsoft Word/PowerPoint/Visio/Excel/Power BI	E	
	NEBOSH or similar HSE Qualified		D
	Traffic Management TM1, TM2 and T7		
	To hold or be willing to undertake training for Winter 6159 Supervisor Unit 621		
	ILM or other relevant management qualification		
Knowledge & Experience			
	Significant experience in highway / construction related activities as a site engineer or equivalent with a demonstrable proven track record	E	
	Experience of setting out engineering using GPS/EDM	E	
	Substantial knowledge and Experience of Site protocol and Health, Safety and Environmental requirements	E	
	Substantial knowledge of regulations and legislation relevant to highways construction activities.	E	
	Previous experience supporting a construction business as a setting out engineer.	E	
	Good understanding of highway construction techniques		D
	Detailed understanding and demonstrable experience of quality assurance processes	E	
Skills			
	Developed communication skills to influence, persuade and motivate others	E	

	Able to problem solve and make evidence-based decisions	E	
	Able to operate using initiative to make decisions within agreed procedures	E	
	Ability to work collaboratively with employees and other stakeholders	E	
	To understand and be responsible for own safety, plus that of those around them	E	
	Able to accurately complete record sheets, paper or electronic	E	
	Competent IT skills and computer literacy using <ul style="list-style-type: none"> • MS Office inc Excel/Word • CEMAR • MS Project 	E	
Personal Attributes			
	Able to work as part of a team	E	
	Ability to travel across the county to meet with Operational and Support teams, train local teams and to attend meetings.	E	
	Flexible approach to working time arrangements	E	
Other Requirements			
	Able to undertake the physical requirements of the post	E	
	Able to work outdoors in inclement weather conditions	E	