



## POSITION DESCRIPTION

<b>Job Title</b>	<b>Project Engineer</b>
<b>Reports to</b>	<b>Project and Quarries Manger</b>
<b>Direct Reports</b>	<b>Site Supervisors</b>
<b>Date</b>	<b>March 2020</b>

### Job Purpose

To ensure that all Capital Division construction projects are conducted in accordance with Company compliance and health and safety management systems which result in project completion on time, on budget and to the required standard.

To work closely with the Project and Quarries Manager, Capital Manager and Site Supervisors in order to deliver effective operations for QRS.

Area of Focus	Expected Outcomes
Civil Construction Project Engineer	<ul style="list-style-type: none"> <li>• To assist in the tendering process for major capital works.</li> <li>• To take responsibility and supervise allocated QRS projects.</li> <li>• To co-ordinate/complete and ensure the approval and distribution of Quality Plans, Health &amp; Safety Plans and Traffic Management Plans prior to any allocated project commencement.</li> <li>• Prepare and implement project construction programmes and a forward work plan.</li> <li>• To conduct pre start meetings to ensure every allocated work project has a scope of works that effectively and efficiently utilises the labour, plant and material necessary to complete the work within budget, on time and to the required quality standard.</li> <li>• To ensure that all material, plant and labour are available to the Site Supervisors to efficiently and effectively achieve the agreed scope of work.</li> <li>• To provide direction and guidance to the Site Supervisors in their planning and organising of their day to day workloads and to ensure each has a clear understanding of their Health</li> </ul>

	<p>and Safety obligations whilst undertaking any work.</p> <ul style="list-style-type: none"> <li>• Participate in weekly work forecast to ensure efficient coordination of plan and personnel for forecasted works.</li> <li>• To be proactive in the identification and resolution of any technical issues relating to the allocated work packages.</li> <li>• To price and supervise any allocated minor capital/private works.</li> <li>• To ensure that Notices to Engineers (NTEs) are appropriate and applicable.</li> <li>• To ensure that Notice to Contractors (NTCs) are actioned and communicated as appropriate.</li> <li>• To ensure that all work undertaken on each site is legibly written onto timesheets with all chargeable labour, plant and materials accounted for on a daily basis.</li> <li>• To ensure any variations are identified, documented, and approved in a timely manner in order to not impede work progress.</li> <li>• To ensure timesheet allocations are correct and presented for payroll on time.</li> <li>• To be a part of the on-call manager after hours roster.</li> </ul>
<p>Health &amp; Safety</p>	<ul style="list-style-type: none"> <li>• To provide support and give advice to Site Supervisors on the implementation of policies and procedures relating to health and safety, ensuring that legal requirements and good practice are observed and kept under review.</li> <li>• To conduct health &amp; safety audits on a monthly basis, reporting non-compliance and leading and driving corrective actions that arise from audits.</li> <li>• To ensure all supervisors comply with QRS health and safety processes.</li> <li>• To promote health and safety best practice through leading by example, advising and coaching Site Supervisors.</li> <li>• To provide advice to the Site Supervisors on the identification of health, safety and environmental risks and developing and implementing a risk management process in order to reduce risk on all QRS sites.</li> <li>• Identify and document on the risk register risks identified as moderate and above and establish risk levels.</li> <li>• Identify appropriate risk mitigation measures.</li> <li>• To ensure any required PPE is used at all times as required.</li> </ul>

	<ul style="list-style-type: none"> <li>• To ensure all incidents and accidents are reported as to the appropriate person with the required timeframe.</li> </ul>
Quality Assurance	<ul style="list-style-type: none"> <li>• To manage sub-contractor agreements, ensuring that they are complied with and a contract review timetable is in place.</li> <li>• To ensure all administrative tasks associated with contract agreements are in place in order to achieve value for money from suppliers and economies of scale.</li> <li>• To ensure that quality documentation is always kept up to date and that audit trails are present to show continuous improvement.</li> <li>• To ensure that quality standards are continuously improved with a focus on 'getting it right first time'.</li> <li>• To ensure that allocated projects are compliant with QA standards, ISO 9001:2015 and other relevant legislative requirements.</li> </ul>
Financial Accountability	<ul style="list-style-type: none"> <li>• To prove and agree budgets for projects</li> <li>• To be accountable by ensuring that the projected profit for each allocated work package is achieved or bettered.</li> <li>• To prepare and submit approved claims.</li> <li>• To justify and balance payments against claims.</li> <li>• To ensure that all suppliers and subcontractors receive purchase orders.</li> <li>• To check and sign off creditors.</li> </ul>
Professionalism, teamwork and commitment	<ul style="list-style-type: none"> <li>• To deliver a customer centred approach in all aspects of the role ensuring the needs to individual customers are fully met</li> <li>• To contribute to the overall development of the section and aim to provide a high quality service.</li> <li>• To take responsibility for projects as allocated by the Capital Manager.</li> <li>• To be a proactive role model at QRS by consistently demonstrating that QRS' values and behavioural styles are embedded within this position.</li> <li>• To maintain confidentiality at all times in connection with work carried out.</li> <li>• To carry out any other duties appropriate to this position; as necessary or as requested.</li> <li>• To undertake appropriate training relevant to the position.</li> </ul>

Staff Management	<ul style="list-style-type: none"> <li>• To manage the Site Supervisors effectively to achieve business objectives.</li> <li>• To provide clear leadership, support and motivation to empower team members and ensure that staff are managed, coached and developed in order to maximise potential.</li> </ul>
Performance Information	<ul style="list-style-type: none"> <li>• To assist the Capital Manager in providing accurate and timely information.</li> <li>• To identify any trends/concerns with regards to performance for discussion with Capital Manager as necessary.</li> </ul>
Other Duties	<ul style="list-style-type: none"> <li>• Other duties are performed as required in accordance with operational requirements.</li> <li>• Reporting requirements are consistently met.</li> <li>• Flexibility and willingness to perform a variety of tasks is demonstrated.</li> <li>• Adherence with standards and procedures is maintained at all times.</li> </ul>

**Footnote**

This Job Description summarises the major responsibilities of the post. It is not intended to exclude other activities, nor future changes from the post holder's responsibilities.

## PERSON SPECIFICATION

**POSITION:** Project Engineer

<b>Selection Criteria</b>		<b>Essential/Desirable E/D</b>	<b>Means of Assessment</b>
<b>QUALIFICATIONS:</b>			
1.	A tertiary qualification in construction or related discipline	D	A/C
2.	Membership of relevant professional body	D	A/C
3.	Degree level or equivalent	D	A/C
<b>EXPERIENCE:</b>			
1.	Relevant industry experience	E	A/I
2.	Experience of planning and organisation workloads	E	A/I
3.	Experience in the tendering process	D	A/I
4.	Experience of managing staff	D	A/I
5.	Experience of planning and delivering continuous improvement initiatives, particularly people development, change management and developing and driving a positive health and safety culture	D	A/I
6.	Experience of health and safety within construction	E	A/I
7.	Experience of developing and implementing standard operating procedures	D	A/I
8.	Experience in interpreting legislation and industry requirements in order to advise on safe systems on work and standard operating procedures	E	A/I
9.	Experience of identifying health, safety and environmental risks and developing risk management frameworks	E	A/I
10.	Experience of planning and delivering continuous improvement initiatives, particularly in quality management and developing a 'right first time' approach to work	D	A/I
<b>SKILLS/COMPETENCIES</b>			
1.	Understanding of financial accountability	E	A/I

2.	Ability to communicate verbally and in writing in a clear and positive way at all levels	E	A/I/P
<b>SKILLS/COMPETENCIES - continued</b>			
3.	Strong interpersonal, relationship, influencing and negotiation skills	E	A/I/P
4.	Knowledge and understanding of health and safety law and transferring the knowledge back into the workplace	E	A/I
5.	Flexible in the approach to work to respond to the needs of internal customers	E	I
6.	A commitment to provide and improve service delivery to the customer	E	I
7.	Able to demonstrate credibility and presence within the Company and to be able to influence and collaborate with staff in a variety of situations	E	I
8.	Ability to plan and organise well, multi-task and deliver on promises	E	A/I
9.	To possess a sound judgement and a tactical and pragmatic approach to solving problems	E	I
10.	Coaching skills	D	A/I
11.	Understanding of and commitment to equality and diversity	E	I
<b>OTHER REQUIREMENTS</b>			
1.	Ability to be flexible in approach to hours worked to attend networking, training events and meetings etc.	E	I
2.	Willing to take responsibility for own training and self-development	E	I

<b>Means of Assessment</b>	
<b>A</b> <b>Application Form or CV</b>	<b>I</b> <b>Interview</b>
<b>P</b> <b>Presentation</b>	<b>W</b> <b>Written Exercise</b>
<b>S</b> <b>Skills Test</b>	<b>C</b> <b>Production of Certificates</b>