

Company Name: VolkerFitzpatrick Ltd
Business Unit: Rail
Contract No & Name:

Role:	Site Engineer	Reports to (Business):	Sub Agent/Site Agent
Location:	Project Based	Reports to (Function):	Sub Agent/Site Agent/Senior Engineer
		Current Job Holder:	

Overall Role Purpose:

The Site Engineer is an integral member of the Site Operations Team, the team being responsible for the effective and efficient running of the site throughout the delivery of the project.

Key Accountabilities:
(describe the key tasks and responsibilities the job-holder has on an on-going basis)

RESPONSIBILITIES

1. **GENERAL:** As Site Engineers Roles & Responsibilities, plus those listed in the non-exhaustive list below.
2. **TENDER:** N/A
3. **PRE-CONSTRUCTION:** N/A
4. **CONSTRUCTION:**
 - Where appropriate, carry out the measurement of the executed works for payment purposes.
 - Understand and comply with company Health and Safety, Quality, Environmental and Sustainability systems and policies
 - Maintaining contract documents in accordance with prescribed procedures and interpreting these to ensure the project is constructed correctly in accordance with latest contract information.
 - Ensure, coordinate and manage the engineering provision for the correct dimensional control of the project by setting out using all the methods.
 - The keeping of records as required by the project management team.
 - Assist other team members to carry out their responsibilities as delegated
 - Monitor the safety of the site and take appropriate action as required
 - Take off quantities for the ordering of materials and the planned progression of the works
 - Liaise with other team members and the client to progress work
 - Monitor the progress of works against the construction programme and provide input in the updating and revision of the programmes
 - Provide input into the Quality Assurance and Quality Control of the works ensuring that works inspections are completed in accordance with the agreed inspection and testing procedures and assist in the monitoring of environmental impacts.
 - Any other duties as assigned by the line manager for the benefit of the site
 - Demonstrate an understanding of management/supervision of subcontractors
 - Establish accurate and clear setting out on the ground that site operatives and Sub Contractors can

Issue no:	1	Date:	Aug 2011	Parent document:	
Approved for IMS:	IMS Manager	Document owner:	Head of HR	Workspace file:	

VF B/C use this form VF Rail use this form VH use this form VL use this form VS n/a VR n/a VI n/a

work to

- Maintain Project Survey Stations and Survey Control.
- To ensure the section of the project planned, programmed and delivered on time to the satisfaction of the client and his professional team with respect to quality, safety and environmental impact and budget.
- To ensure that good working relations are maintained with the client, our supply chain of sub-contractors, suppliers and designers and with the general public
- To ensure the site section is constructed and maintained in a safe and efficient manner that is both a credit to and a marketing statement to the company
- Management of Site Engineers
- The delivery and management of Site Management Plan
- To monitor and control material use and wastage
- To actively participate in the development of Assistant Site and Site Engineers to include ITP and Summer Placements.
- Maintain site diary
- Resume project documents and specially drawing registers are kept up to date
- Engage in the IIF Behavioural Safety programme

5. POST CONSTRUCTION: N/A

6. OTHER:

- Promote equal opportunity, inclusion and diversity in recognition of the differences that exist between all peoples' irrespective of race, colour, religion, nationality, ethnic origin, sexual orientation, gender including transgender, age, disability, marital status including civil partnerships or part-time status

1.00	Safety	
1.01	Prepare permits to dig and implement - must be RD4000 trained, Permit to Dig – Break Ground	✓
1.02	Mark up service drawings and display with live permits	✓
1.03	Prepare permits to enter and implement - must be confined space trained (Permit to Enter and gas monitor log sheet)	✓
1.04	Prepare hotwork permits to enter and implement (Hot Work Permit)	✓
1.05	Carry out weekly safety inspections	✓
1.06	Implement method statements and produce risk assessments and COSHH assessments COSHH Substance Stock Record Risk Assessment Record COSHH Assessment COSHH Assessment Register Report and record accidents and near misses	✓
1.07	Implement method statements, risk assessments and COSHH	✓
1.08	Carry out noise monitoring of compliance with consents noise/discharge/ecological	✓
1.09	Implement Vibration assessment / HAV's ready reckoner	
2.00	Environmental	
2.01	Assess and Implement project aspect and impact assessment	
2.03	Implement and maintain records within Site waste management plan	✓
3.00	Setting out of permanent and temporary works	
3.01	Work to the setting out standards	✓
3.02	Use of all types of setting out instruments (Level, Total station, Robotic instrument, pipe laser etc.)	✓
3.03	Manage and use of Moss/MX/Genio data	✓

Issue no:	1	Date:	Aug 2011	Parent document:	
Approved for IMS:	IMS Manager	Document owner:	Head of HR	Workspace file:	

Job Description

PER-34

VF B/C use this form	VF Rail use this form	VH use this form	VL use this form	VS n/a	VR n/a	VI n/a
3.04	Manage electronic information using NRG					✓
3.05	Care of instruments					✓
3.06	Check instruments and maintain (Record of Equipment Calibration Register)					✓
3.07	Check instruments and maintain (Site Instrument Check Records)					✓
3.08	Installing setting out information (profile boards, batter boards, road pins etc.)					✓
3.09	Carry out original ground level surveys (OGL) at the start of the project and compare to the designers OGL.					✓
3.10	Manage the installation of primary and secondary control by a specialist					✓
3.11	Maintain a register of all control stations and check					
3.12	Install tertiary stations for local setting out (i.e. responsible for local setting out stations).					✓
3.13	Work to the contract specified tolerances or better.					✓
3.14	Manage the use of machine control					✓
3.15	Check that the permanent works have been installed to the setting out.					✓
3.16	Check elements of structural concrete works for movement during the pouring operations.					✓
3.17	Carry out earthworks volumetric measures (Site Measure/Record Sheets).					✓
3.18	Carry out day to day measures (Site Measure/Record Sheets).					✓
3.19	Management of the consumable setting out materials to a budget (timber, paint, pins, hilti nails etc.)					✓
4.00	Supervision					
4.01	Supervise and train chainman/student engineer					✓
4.02	Supervise and train engineer(s)					✓
4.03	Supervise and train section engineer(s)					
4.04	Supervise earthworks sampling/testing to the specification (including on site testing). Responsible for the correct storage of samples and arrange for timely collection by the laboratory. Collate test results and identify any non-conformances as early as possible.					✓
4.05	Carry out basic earthworks testing in addition to the specification.					✓
4.06	Supervision of compaction operations recording dates, material type, source, layer thickness, compaction equipment, number of passes etc.					✓
5.00	Records/Approvals					
5.01	Identify additional works and maintain records					✓
5.02	Obtain approval for structural and road formation and sub-formation					✓
5.03	Agree and record pavement dips for subbase, base, binder and surface layers (Dip sheet)					✓
5.04	Maintain a drawing register of construction issue drawings (Drawing Register Schedule and Register Transmittals) Distribute drawings through the document transmittal system (Document Transmittal and Document Transmittal Register)					✓
5.05	Raise requests for information (RFI's) and register					✓
5.06	Maintain a schedule of information required					✓
5.07	Raise confirmation of verbal instructions (CVI's) and register					✓
5.08	Ensure that information on RFI's and CVI's is distributed and taken into account if drawings are not revised.					✓
5.09	Maintain as-built drawings including any changes through RFI's and CVI's.					✓
5.10	Produce site sketches by hand, AutoCAD or other drafting software Maintain a site sketch register Site Engineer should manage the sketch file and ensure they are distributed to the correct people.					✓
5.11	Maintain waste records for aggregates, concrete, pipes/ducting and manage to below					✓

Issue no:	1	Date:	Aug 2011	Parent document:	
Approved for IMS:	IMS Manager	Document owner:	Head of HR	Workspace file:	

Job Description

PER-34

VF B/C use this form VF Rail use this form VH use this form VL use this form VS n/a VR n/a VI n/a

	cost plan allowances	
5.12	Supervise and/or carry out concrete testing cubes, slump, air tests etc. Responsible for the correct storage of cubes and arrange for timely collection of cubes by the laboratory. Collate test results and identify any non-conformances as early as possible (Concrete Cube Register)	√
5.13	Maintain records of trial earthworks areas including dates, material type, source, layer thickness, compaction equipment, number of passes etc.	√
5.14	Produce a diary of own section of works Daily Diary Site Diary Daily Report – Allocation Sheet	√
5.15	Management of site photographs	√
5.16	Management of computer folders/files	
6.00	Inspections	
6.01	Maintenance of inspection and test plan for sections of work responsible for.	√
6.02	Carry out the duties of quality coordinator Inspection Request Record of Final Inspection Record of Inspection Process	
6.03	Carry out structural concrete inspections:- Reinforcement Delivery Inspection Structural Concrete Inspection Concrete Slab Inspection Concrete Placement Record Structural Concrete Pour Record	√
6.04	Carry out weekly quality inspections and complete paperwork.	√
6.05	Supervise and/or carry out drainage pipe testing. Collate test results and identify any non-conformances as early as possible (Pipework Pressure Testing – Permit to Test)	√
6.06	Maintain Drainage Record Sheets Drainage Service Data and Inspection Sheet Chamber Data and Inspection Sheet Drainage Service Inspection Gully Inspection	√
6.07	Highlight problems and take preventative action (Corrective/Preventative Action Request)	√
6.08	Produce quality alerts (non-conformance) and maintain a defects register	√
6.09	Final checks before hard surfaces are installed.	√
7.00	Appointments	
7.01	Carry out the role of temporary works coordinator Appointment of Temporary Works Coordinator Temporary Works Schedule Permit to Load, Monitor & Strike/Dismantle Temporary Works Striking/Dismantling Schedule Formwork Manufacture Inspection Scaffolding and Falsework TWC Checklist	
7.02	Carry out the role of crane coordinator Permit to Operate Crane Lift Plan Appointment of Lift Coordinator	
7.03	Carry out the role of service coordinator Appointment of Service Coordinator Underground Services Damage	

Issue no:	1	Date:	Aug 2011	Parent document:	
Approved for IMS:	IMS Manager	Document owner:	Head of HR	Workspace file:	

Job Description

PER-34

VF B/C use this form VF Rail use this form VH use this form VL use this form VS n/a VR n/a VI n/a

7.04	Carry out the role of traffic safety officer	
7.05	Carry out the duties of a first aider	√
8.00	Programming/Resourcing/Progress	
8.01	Work to the 2 weekly programme. Senior Engineer should produce 2 weekly programmes (if not done by the sub-agent)	√
8.02	Maintain a record of resources for labour, plant and materials (Daily Record of Resources)	√
8.03	Raise requests for approval of resources and register	
9.00	General	
9.01	Attend weekly meeting and carry out actions	√
9.02	Carry out actions from day file	√
9.03	Carry out material takeoffs, call offs and check the delivery of materials	√
9.04	Discuss and workout solutions directly with customers representative (opposite number) and record outcome.	
9.05	Hold close out meeting with the engineers at the end of the job and feedback to line manager to help business improvement	

Interfaces:

Definition of the mutual expectations between roles that are interdependent and have points of interface. Think of the key processes in which this role is involved and the interfaces within this.

Internal Contacts	External Contacts
All site personnel	Sub-contractors
Visiting Managers and Directors	Material suppliers
	Clients and their supervising agents/engineers representatives
	Local Authorities and other agencies (e.g EA)

Delegated Authority:

(the decisions that the role holder is allowed to make)

Please refer to SMP

Limits of Financial Authority:

No Financial Authority unless directed by Site Agent or above

Career Path Information

Required Qualifications / Expertise:

- MEng/BEng/ Foundation Degree/BTEC/Degree in Civil Engineering
Minimum of 3 year's experience in Civil Engineering Successful achievement of specific VolkerFitzpatrick objectives under the in house training scheme

Issue no:	1	Date:	Aug 2011	Parent document:	
Approved for IMS:	IMS Manager	Document owner:	Head of HR	Workspace file:	

Key Competencies Required for this Career Level	
Technical	Behavioural
Good communicator	Assertive
Team Leader	'Can do' Attitude
Business Awareness	Able to work under pressure
Knowledge and understanding of construction management	Self-motivated
	Proactive
	Effective use of Initiative

SAFETY RESPONSIBILITY STATEMENT:-
<p>I agree that I will comply with the following</p> <ul style="list-style-type: none"> • That I am responsible for my own safety and the safety of others who may be affected by what I do or fail to do. • Responsible for wearing the personal protective equipment (PPE) provided, reporting any defects to it and ensuring that it is in good order and clean • Responsible for reporting any defects to my work equipment and for reporting any hazards in the area in which I work, to my line manager. • Report any concerns regarding health & safety to my line manager • Responsible for compliance with any systems designed to protect the public from hazards resulting from my work activity • Not to damage or misuse any item provided for safety. • Comply with all company and site rules relating to health & safety
<p>Please note: This Job Description is not exhaustive and staff will be required to undertake duties other than those listed:</p>
<p>Agreed copy _____</p> <p style="text-align: center;"> Signature Name Date </p>

Issue no:	1	Date:	Aug 2011	Parent document:	
Approved for IMS:	IMS Manager	Document owner:	Head of HR	Workspace file:	