

## Job Description

**PER-34**

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**Company Name:** VolkerFitzpatrick Ltd

**Business Unit:** Rail

**Contract No & Name:**

<b>Role:</b>	Sub Agent	<b>Reports to (Business):</b>	Project Manager/Agent
<b>Location:</b>	Project Based	<b>Reports to (Function):</b>	Project Manager/Site Agent
		<b>Current Job Holder:</b>	

### Overall Role Purpose:

Deputise for the Site Manager, run the site engineering team and take direct responsibility for sections of the project.

### Key Accountabilities:

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

#### RESPONSIBILITIES

##### 1. GENERAL:

- Support the Site Manager and deputise for short periods when the Site Manager is not available. The role is the first proper step towards a management role in construction. To move into this role the Senior engineer must have experience of the following:-
  - High standards for implementing safety, quality and environmental including method statement briefings, site specific inductions and associated paperwork.
  - Work to own initiative with minimal supervision.
  - Record any service damage
  - Producing and monitoring detailed contract programmes in line with Planning Standards – 2 weekly, 4 weekly and good quality as built
  - Good knowledge of construction outputs
  - Writing and/or reviewing detailed complex method statements
  - Managing parts of the cost plan
  - Assist in the procurement sub-contractors and suppliers
  - Deputising for the Site Manager
  - Chairing meetings with the Customer, Designer, Sub-contractor, Supplier and 3<sup>rd</sup> parties.
  - Manage contractual letters/correspondence
  - Write contractual letters/correspondence.
  - HSEQ management plan
  - Setting up and managing the office administration systems
  - Ordering and managing the installation of the site IT systems
  - Carry out the role of Temporary Works Coordinator and/or crane coordinator

- **Programme to completion and in line with the project targets either a location or work type depending on project type.**

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<b>Approved for IMS:</b>	IMS Manager	<b>Document owner:</b>	Head of HR	<b>Workspace file:</b>	

- Production of realistically resourced reconstruction programmes which are fully logic linked showing critical path activities, quantities and outputs, key dates, procurement details, Statutory Authorities, method statement production and approvals.
  - Allocate small sections of the programme to engineering staff for them to manually produce detailed programmes showing daily targets (i.e. Drain Runs, Blacktop etc.) and support them in preparation.
  - Prepare fortnightly construction programmes drawn from the master section programme.
  - Be aware of the financial targets for the section of works and have regular update meetings with the commercial team to review costs.
  - Be aware of the individual activity costs and of those activities which are make or break financially.
  - Involve sub-contractors in the planning process and incorporate their detailed plans into the section plan.
  - Enrol the section team in the overall plan and encourage ownership and involvement by all team members.
  - Co-ordinate operationally with the other section leaders.
- **Monitor the section plan, update progress and feedback to the Agent/Project Manager and section team.**
- Update the plan weekly with as built information, events (Si's, CVI's, errors) which affect progress.
  - Review the future critical activities
  - Review progress on long lead in activities (procurement, design, delivery, Stats, manufacture etc.)
  - Review paperwork, method statements, permits licences etc. are in place for planned work.
  - Regular planning meetings with team to debrief previous work, review future work, discuss what if's.
  - Review meetings with Project Manager/ Agent and QS to discuss events, which have caused delay and/or disruption.
- **Management of Construction Phase Plan.**
- Agree with the team members which functions they are accountable for make sure that they are completely aware of what is expected of them.
  - Carry out spot checks personally to ensure that the systems are on track and give praise/warnings to team members where necessary.
  - Carry out your responsibilities from the Construction Phase plan (refer to matric HSE???)
  - Produce Work package plans and task briefings and ensure they are strictly adhered to.
- **Build, develop, support and maintain the engineering team.**
- Develop an environment where all the team members are able to communicate with one another openly.
  - Develop a strong relationship with the Clients Representative at your particular level.
  - Actively follow the PDR Programme and enrol team members to help you succeed.
- **Be aware of responsibilities from the HSEQ policies.**
- Be champion of the IIF programme
  - Be familiar with and observe all relevant statutory provisions Implement the company's procedures for dealing with sub-contractors and ensure co-ordination between the various parties who share the workplace/site.
  - Provide a health & safety plans, adequate assessment of the risks, safe systems of work and Work package plans and task briefings.
  - Ensure activity and/or substance-specific assessments under the Control of Substances Hazardous to Health (COSHH) Regulations are made and communicated to those at risk.
  - Ensure employees, have received adequate training and information about the activity they are required to undertake.

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- Ensure employees are aware of the company's policy for health & safety at work and that they have understood its requirements.
- Ensure proper protective equipment is provided, maintained and used.
- Be responsible to your line managers for the correct application of the quality management system, where it interfaces with your daily activities.

**2. TENDER:**

N/A

**3. PRE-CONSTRUCTION:**

N/A

**4. CONSTRUCTION:**

N/A

**5. POST CONSTRUCTION:**

N/A

**6. OTHER:**

- Deputises for Site Agent
- 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

### 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	Material suppliers
	Clients
	Local Authorities

### Delegated Authority:

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

As defined in CPP. Authorised to give direction to Engineering team as appropriate.

### Limits of Financial Authority:

None unless separately defined and approved by the Site Agent.

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## Career Path Information

### Required Qualifications / Expertise:

- Proven technical
- Organisational skills
- Knowledge of the requirements and implementation of CDM Regulations
- Ability to produce Work Package Plans, Task Briefing Sheets, and safe systems of work
- Knowledge of Safety, Quality and Environmental issues
- 3 years' experience in Rail / construction.
- PTS
- CITB SMTS or equivalent
- CSCS

### 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:-

I agree that I will comply with the following

- 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

**Please note: This Job Description is not exhaustive and staff will be required to undertake duties other than those listed:**

Agreed copy \_\_\_\_\_  
**Signature** **Name** **Date**

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