



## JOB DESCRIPTION

<b>Job title</b>
Project Engineer
<b>Name of person or job role reporting to</b>
Senior Delivery Manager
<b>Responsibilities</b>
<ul style="list-style-type: none"><li>• Support a team of delivery managers and site managers in the delivery of construction projects, from pre-contract (Planning) through to project completion</li><li>• Assist Delivery Managers in production of Project programmes (Tenders and Construction)</li><li>• Assist the Commercial team with CAD Take off's for estimating</li><li>• Assist Delivery managers in project management duties, to include client / supplier liaison as directed</li><li>• Assist the delivery managers in producing project labour, plant, materials schedules for procurement</li><li>• Assist in sourcing of materials and quotations</li><li>• Assist in compilation of CDM information - Construction Phase Plans, RAMS and the like</li><li>• Produce and implement ITP's for construction projects relevant to task at hand</li><li>• Assist with on-site delivery as required from time to time</li><li>• Bridge the gap between delivery teams and admin teams</li><li>• Support the design team in times of peak work (CAD, Estimation, Programmes, Tenders)</li><li>• Support project teams with any permitting requirements, FRAP, Traffic Management, Permissions etc</li><li>• Ensure project documentation is filed using the shared data environment at all times</li><li>• Undertake site visits for tenders (with Delivery Managers) as directed</li><li>• Prepare site reports / monthly reports as required on a project by project basis</li><li>• Ensure site files are compliant, site set up is correct to Salix and RSK policy, all relevant notices are displayed etc</li><li>• Assist in the compilation of monthly contract reviews</li><li>• Assist in the setting out of projects on site as required</li><li>• Review technical details, drawings and pre-construction / site investigation reports and summarise key details for review by Senior Delivery Manager, Delivery Managers and other responsible person(s)</li><li>• Reviewing engineering tasks and assist in mitigation measures, problem solving and overcoming general buildability challenges</li><li>• Working on multiple projects simultaneously at any given time with an ability to effectively manage your time according to the needs of the business and individual project requirements</li><li>• Assist with Temporary works Design</li></ul>

**Safety, Health, Environment and Quality (SHEQ) Responsibilities:**

- Ensure all incidents, dangerous occurrences, near misses and the like that are reported in line with company policy are duly reported to the RSK SHEQ Team
- Uphold the group Golden Safety Rules
- Assist in compilation of RAMS and to execute duties under CDM regulations

**Additional company representation or responsibility (e.g. managing a supply chain partner, particular client, mental health first Aider, etc):**

- Management of supply chain partners / suppliers as directed
- To ensure maximum flexibility and to reflect the Company's evolving needs, you may be asked to perform additional tasks that may be reasonably expected within your level of capability without additional remuneration

**Qualifications/Experience*****Essential***

- Previous experience in construction project delivery (site based)
- IT literacy: Competent in MS Project, AutoCAD and Microsoft Office packages
- A good understanding of CDM and the roles and responsibilities in relation to the delivery of construction projects
- Effective communicator
- Good work ethic
- Work well within a team and on own initiative

***Desirable***

- An understanding of NEC contracts
- Previous experience of setting out using Total Station and or GPS
- Experience in Temporary Works design or a willingness to undertake training to become qualified

I hereby agree that I have read and understood the job description.

Signed

Date

Name