

Job Description

Contracts Engineer

REPORTS TO: Construction Manager

Overall Job Purpose:

The Contracts Engineer will assist the Contract Manager & Supervisor as required to maintain high standards of project delivery with the contracts team responsible for Technical, Health & Safety, Commercial aspects of the projects.

Main Responsibilities and Duties:

- Oversee & assist with multiple projects with the view to manage various projects increasing in complexity with more experience within the role – Responsible for Production, Technical, Health & Safety and Commercial aspects of projects.
- Prepare & Assist with Project documentation (RAMS, Lift plans, pile schedules, ITP & programs) and communicate deliverables to the site team. On complex or large projects attend site as required and directed by the Contracts manager.
- To oversee/assist with project handovers, Pre-start and or progress meeting as required & directed by Contract Manager.
- Monitor & report progress from projects are in accordance to the specification, Customer deliverables and internal targets - Recording project variations with the commercial team & Client.
- Assist Quantity Surveyors on final accounts and weekly values, liaise with them to ensure all changes, variations etc. are dealt with.
- Discuss with site supervisor in relation to ground conditions to ensure complies design & commercial assumptions.
- Ensure all site paperwork & records are comprehensive & organised. Review site records on a weekly basis to ensure compliance with project deliverables and update Contract Manager on project progress.
- Organise suppliers & subcontractors as required to ensure project delivery.
- Visit the site before the job starts to ensure the piling platform is sufficient and welfare facilities are in place, run through FPS & key attendances.
- Coordinate with Plant & labour manager to allocate the required resources to achieve project deliverables & liaising with plant yard over costs and damages if occurred.
- Produce Pile schedules from information taken from engineer drawings and review pile records conform to the schedule.
- Organise testing as required by the project specific requirements – and reviewing results are within the specification.
- Keep up to date with all correspondence ensuring that we are working from the most recent drawings/design.
- Co-ordinate with Designers to ensure all technical requirements are achieved and any technical issues are communicating back to the designs in a timely manner - Report and manage the close out of any non-conformities that may arise.
- Ensure that rig instrumentation is working correctly and calibrated.
- Assisting with the submission of construction records, O&M manuals and as built drawings.
- Ensure that all site work is carried out to high safety standards.

- Understand and apply the procedures and processes detailed in the project Health, Safety and Environmental plans, and to promote a safe working culture.
- Support and drive behavioural safety on site.
- Raise Health, Safety & Quality observations and brief site teams on requirements as required.

General Company Responsibilities and Duties:

- Personal and team adherence to existing working practices, methods and procedures, undertake relevant training and development activities and respond positively to new and alternative systems
- Proactive approach to Health Safety and Environment and to co-operate with the Company's HSEQ Manager with relevant Health, Safety and Environment legislation, policies, and processes
- To maintain confidentiality and observe data protection and associated guidelines where appropriate
- To carry out all responsible duties and responsibilities within the overall function, commensurate with the level of the responsibilities of the position
- Assist with the development and improvement of internal systems that will add benefit to the business.

Desired Skills, Experience and Qualifications:

- Civil Engineering Degree or equivalent preferable
- Experience working for a piling, ground engineering, or civils subcontractor.
- A valid CSCS card
- Good understanding of piling techniques.
- Commercial knowledge awareness.
- Computer literate.
- Basic understanding of geotechnics and pile design.
- Ability to lead, communicate and influence others to deliver targets.
- SSSTS or SMSTS.

Essential Skills, Experience and Qualifications:

- Ability to communicate effectively, both orally and in writing, with people at all levels across the organisation and externally.
- Strong computer skills – focused on Excel / Word / PowerPoint
- Minimum 12 months experience in a practical engineering or technical role.

Hours and Environment:

7:30am till 6pm. Minimum of 50 hrs per week.

Due to the nature of this role, employees are expected to be co-operative in working outside their normal hours as necessary to cope with varying situations and workloads.
workloads.

For completion by Role Holder to confirm receipt and acceptance:

Signed:	
Name:	
Date:	