



Job Title: Project Engineer

Reporting Structure:

The post holder is a member of the Collis Civil Engineering Division and shall report directly to the Civil Engineering Manager. In addition to close communication with all members of the Civil Engineering department the position shall involve management of design processes, close communication with the Collis Engineering Design Team, production team along with our clients and customers.

Management Responsibility:

The post holder may be asked to supervise trainees, juniors and lower skilled personnel. This may include the provision of guidance, basic training and communicating best practice. In their absence, the Site Supervisor may deputise in the role.

Purpose of Role:

- To manage the delivery of various sized projects. This will be from contract award through to agreeing final account
- You will be expected to liaise with clients, designers and direct the activities of the project teams on site to achieve the safe implementation of projects to the customers' specifications and time scales.

Key Duties:

- To be a single point of contact for all projects under his/her control from start date to final completion.
- The control and monitoring of the planned works to maximise the effectiveness and the efficiency of the projects.
- Decisive change control and the implementation of the associated commercial aspects to the Quantity Surveyor.
- Participation in the planning and programming of resources to meet the requirements of the allocated projects.
- Ensuring compliance with RIPS.
- Forecast resource requirements necessary for the allocated projects in sufficient time to ensure that they can be provided.
- To ensure the projects achieve the technical and safety standards agreed in the contract and all other generic industry technical safety standards that are relevant.
- All activities are to be done in accordance with all relevant company procedures. Also all legislation and regulations are to be met with respect to Health and Safety.
- Maintain a continuous communication with the contractors and customers in the development and implementation of the projects to ensure a uniformity of purpose and common goals.
- Co-ordination of the necessary surveys of a specialist nature such as ground investigations. This is required, to be done with the assistance of other Civil Division staff if necessary, to provide design with the required level of detail to enable it to complete the design work.
- Responsibility for the production of Safe Work Packs, Work Package Plans, Task briefs and other site associated paperwork.
- Completion of desk top studies of buried service information to allow Permits to dig to be completed and signed off



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- Completion of Topographical Surveys and site sketches. This will include taking accurate measurements and recording correct details of particular sites in a clear legible manor.
- The analysis of the physical site conditions where necessary. This is to establish the design strategy. E.g. to determine the most suitable solution such as a piled foundation or concrete base.
- To ensure all target dates are achieved and/or revised negotiated dates are agreed with the clients and communicated to all relevant parties.
- Keep the project plans current and report on progress made on each project.
- Monitor the progress of the works and ensure that the following, but necessary all, are achieved, the development, design, construction, and financial targets are met.
- Assessment and deployment of the resources required to deliver the projects.
- Authorise purchase requisitions up to the agreed limit of spend on the project under your control.

General Duties:

- The post holder is required to conduct themselves in accordance with their contract of employment and the company handbook.
- The post holder must to the best of their knowledge and experience carry out work in such a manner so not to endanger their own health and safety, that of their colleagues, the company's clients, the general public, our suppliers or the environment.
- The post holder shall do their utmost to protect and enhance the company's commercial and financial well-being and reputation.
- The post holder may be required to be called upon to carry out other reasonable requests/duties for the company at the discretion of his or her line Manager.
- Engage in training, development and education in order to keep skills and knowledge current and to strive for continual improvement.
- This job description should not be regarded as exclusive or exhaustive. There shall be a requirement to carry out other duties which the Company believes are within your capability.

Required Qualifications:

- PTS
- Civil Engineering/ Railway/ construction based HND/HNC/ Degree
- Minimum 5 years' experience in a similar role
- CSCS
- SSSTS
- Full clean UK driving Licence

Additional beneficial qualifications

- COSS
- SWP
- NVQ in relevant field