



Job Title: Apprentice Civil Engineer

Reporting Structure:

The post holder is a member of the Collis Civil Engineering division and reports to the Assurance Director for training and the Civil Engineering Manager for their day to day duties.

Management Responsibility:

As an apprentice the post holder will have no management responsibility. They will be required to cover for other roles and responsibilities from time to time and may be asked to deputise for the Project Engineer dependent on their skills and experience.

Main Duties:

Training and learning in the following

- undertaking technical and feasibility studies including site investigations
- using a range of computer software for developing detailed designs
- undertaking calculations where necessary
- liaising with clients and a variety of professionals including engineers and subcontractors
- compiling job specs and supervising tendering procedures
- resolving design and development problems
- managing budgets and project resources
- scheduling material and equipment purchases and deliveries
- making sure the project complies with legal requirements, especially health and safety
- assessing the sustainability and environmental impact of projects
- ensuring projects run smoothly and structures are completed within budget and on time
- Ensure compliance with all company and client QESH requirements

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.



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Apprentice Civil Engineer**

- 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.

Expected Qualifications:

- GCSE grade 4 or above in Maths, English & Science