

LINDSEY MARSH DRAINAGE BOARD

JOB DESCRIPTION

<i>Job Title:</i>	Civils Site Engineer/QS
<i>Grade:</i>	8 (£48,606 to £53,793)
<i>Qualifications/Skills Required:</i>	Approved qualification in Civil Engineering or similar discipline, considerable experience in a site-based construction environment. NEC4 experience. Experience as the Client's representative for the construction of multidisciplinary water related engineering refurbishment projects.
<i>Responsible To:</i>	Resident Engineer

Summary of Duties

To undertake a multi project planning, delivery and coordination role where multi-contract procurement and project management skills are used to deliver specialist land drainage projects, cost effectively and in a risk management environment.

Detailed Responsibilities

1. Delivery of multidisciplinary engineering projects across the Consortium Boards' areas including asset repair and replacements.
2. Coordinating and managing external contractors, including preparation of contract documents, and performing risk and value management and cost control during the lifecycle of the project.
3. Managing the tender process, preparing construction tender documents, providing the work scope and target delivery date, reviewing, and analysing for validity of tenders, and preparing Board reports for Board approval.
4. Bringing a sound commercial awareness to the preparation and management of contracts, including negotiating contracts and work schedules; maintaining records including events that impact on the Contractor's progress and the contract terms including, providing advice on compensation events, and contract claims and disputes.
5. Maintaining and reviewing the project risk registers during the lifecycle of the projects.
6. Collaborating with the design team to ensure constructability prior to tenders being invited.
7. Referring to the design team where requests for information cannot be addressed at site level and ensuring installation/delivery of projects are in line with design drawings.
8. Working with contractors and the Board's Operations staff to ensure that adequate precautions are in place for the management of water, especially when pumps or power supplies need removal.
9. Coordinating multi-discipline engineering trades and operations staff throughout the projects to ensure constructability.

10. Ensuring that CDM roles are properly executed, by parties that are well placed to undertake those roles.
11. Managing and coordinating Inspection Test Plans (ITPs), and coordinating technical queries.
12. Maintenance of co-ordinated work programmes that allow specialist activities to be planned - for example witness testing of pumps and control panels.
13. Liaison with the public and with Board Members.
14. Ensure that Health and Safety files and associated records are comprehensive, accurate, and filed correctly upon completion of projects.
15. Provide feedback on design details and practical application as a part of the continuous improvement process.
16. Budget management, ensuring funds are allocated for delivery of projects/plans; cost control; and forecast of outputs for the relevant Boards.
17. Continuous analysis of the project outcomes and preparing budget and update reports for the relevant Boards.
18. Represent the Consortium Boards relevant forums and meetings as required.
19. Participate in the out of hours Duty Rota if required.
20. Provide out of hours support in flood/heavy rainfall events.
21. Any other tasks that you are capable of and might reasonably be expected to carry out.