

JOB PROFILE		JOB TITLE Trainee Graduate Site Engineer		
ACCOUNTABLE TO Project Manager	JOB GROUP Staff			
PREPARED BY Drew Hamill	APPROVED BY Alex Jeffrey	DATE ISSUED Jun 10	DATE REVISED	PAGE NO. 1 of 2
BASIC OBJECTIVE Undergo suitable on-job training to meet the requirements detailed in the Key Results Areas of this profile. To transfer the drawing requirements on allocated construction projects into a suitable format on site, whilst satisfying the requirements of safety, efficiency and accuracy.				
DIRECTLY SUPERVISES	MAINTAINS CONSISTENT INTERFACE WITH Site Engineer, Project Managers, Works Managers, Surveyors, Estimators, Customers, Sub contractors and Suppliers, General Public where applicable.			
SPECIALISED KNOWLEDGE; EXPERTISE AND/OR ABILITIES CONSISTENTLY REQUIRED:- Degree in Civil Engineering. Ideally able to set out various civils projects accurately and efficiently. Computer literate. Team player. Ability to convert plans into required action in a timely fashion. Quality, Health & Safety and Environmental exposure would be beneficial. Ability to liaise with Works and Project Managers where applicable.				
KEY RESULT AREAS AUTHORITY LEVEL <ol style="list-style-type: none"> 1. Plan, organise and manage setting out operations on site which meet the requirements of customers and Crummock. (B) 2. Hold regular discussions with Crummock staff to ensure that they are up to date with site progress and any other significant events as works progress. (B) 3. Participate in internal handover meeting and carry out allotted tasks timeously. (A). 4. Co-operate with Crummock QS to ensure they are given sufficient time and information to cost the programme. (B) 5. Assist with procurement process for plant/materials and sub-contractors and carry out take-offs of material required. (A) 6. Become familiar with the contract documents and seek and obtain clarification of conflicts between drawings and specifications. Ensure additional works are properly instructed, recorded and measured (A) 				
THE POSSIBLE LEVELS OF AUTHORITY ARE IDENTIFIED AS FOLLOWS:- (A) MAKES DECISION AND IMPLEMENTS APPROPRIATE ACTION (B) MAKES DECISION AND INFORMS SUPERVISOR OF ACTION TAKEN (C) MAKES DECISION AND OBTAINS CONCURRENCE OF SUPERVISOR BEFORE TAKING ACTION (D) PROVIDES INFORMATION FOR SUPERVISOR'S DECISION AND ACTION				



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KEY RESULT AREAS
AUTHORITY LEVEL

- 7. Assist in the organisation, resourcing and monitoring of the day-to-day activities on site in line with the intended programme. Create and resource detailed short-term programmes as appropriate. (B)
- 8. Monitor progress against intended programme as work progresses and make regular reports for record purposes or where required by Project Manager. (A)