

## **JOB DESCRIPTION - Site Engineer**

Job Title	Setting Out Engineer
Based	Alconbury
Reporting to	Site Agent/Supervisor/ Engineering Manager
Responsible for	Line and Level Control

### **Purpose of Job:**

To provide an accurate setting out and recording service on civil engineering sites.

### **Responsibilities**

- Checking base stations prior to commencement of works and at regular intervals during currency of project.
- Carry out pre-start OGL surveys as agreed with survey department.
- Request appropriate information from client's representative via RFI's.
- Extract setting out data from drawings (electronic or hardcopy), schedules or instructions and set out works to the required accuracy.
- Communicate setting out control to site operatives clearly ( ie height above finished levels, gradients, etc).
- Record dimensions of hard breakout, soft spots, etc as directed by the Site Agent.
- Provide information to operatives to assist them to construct the works (ie manhole schedules, drainage track sheets, etc)
- Record as-built information for Health and Safety File (ie invert levels, lateral and duct locations, etc) and forward to Survey department for final drawing up.
- Maintain file of setting out information, calculations, etc.
- Keep a tidy and legible level book and survey book.
- Ensure setting out equipment is properly maintained and calibrated in accordance with company procedures.
- Supersede drawings as new drawings are issued.
- Assist Project Manager/Site Agent with site records/data base input as appropriate.
- Report any safety/quality/environmental incidents or non conformances to Project Manager/Site Agent/General Foreman.
- Record any instructions to confirm or change setting out information via CVI's.
- Ensure all setting out equipment securely locked away when not in use.
- Engineers need to be mindful of the contract programme and set out in accordance.
- Engineers are responsible, despite their experience and qualifications, to learn and improve themselves
- J Breheny Contractors require engineers to keep a Continuing Professional Development File (CPD)

### **Skills/Qualifications**

Preferably will have at least HNC qualification but working knowledge and experience equally relevant  
Able to read and understand construction drawings.  
Capable of using Total Station Survey equipment  
IT literate  
Good communication skills  
Pro-active problem solver

### **Probation Period**

Appointments are subject to a probationary period of 3 months and receipt of satisfactory references.

### **Normal Hours of Work:**

7.30am – 5.30pm Monday – Friday  
Hours vary accordingly to available daylight in winter periods.

### **Holidays**

Annual leave is 21 days, exclusive of bank holidays, of which 7 days must be taken at Christmas in accordance with the industry shutdown.