STATOM GROUP
CIVIL ENGINEERING • REMEDIATION • GROUNDWORKS • STRUCTURES

ROLES AND RESPONSIBILITIES – SITE ENGINEER

Reporting to: Senior Engineer/ Project Engineer / Project Manager

Purpose of the role:

The Site Engineer is the most visible member of the engineering team on-site. They are the face of the technical function and are the engineer most directly involved with the works as they progress. Their diligence and dedication are crucial to the success of the engineering team and the wider project.
A Site Engineer at Statom Group is responsible for delivering dimensional information to the site team, understanding and implementing quality assurance systems, ensuring safety, and supporting the Senior/Project Engineer in their duties. Below are the comprehensive roles and responsibilities, broken into key areas of focus.

Key Roles and Responsibilities:

1. **General Responsibilities:**
    - Implement Statom standards and industry best practices.
    - Contribute to Statom's strategic goals, ensuring **Certainty in Delivery, Technical Excellence,** and maintaining the **Statom reputation**.
    - Assess and help develop the competency of Trainee, Graduate, and Apprentice Engineers, helping them grow into future Site Engineers.
    - Foster a positive, supportive team culture.

2. **Dimensional Control:**
    - Carry out dimensional control and monitoring activities with appropriate checks.
    - Select suitable survey equipment, appropriate for each activity and maintain regular checks.
    - Transfer setting out data to and from the instruments (from pile schedule spreadsheets, 2D CAD data, 3D models).
    - Conduct as-built surveys, interpret and raise non-compliances promptly with the Senior/Project Engineer.
    - Produce as-built drawings in line with project specifications.
    - Provide on-the-job training to junior engineers and colleagues.
    - Ensure you complete appropriate cross checks (i.e. tape measure checks)
    - Ensure you have suitable setting out control points and datums – otherwise raise with Senior Manager to resolve

3. **Quality Management:**
    - Understand and ensure adherence to specification and Inspection and Test Plan (ITP) requirements.
    - Produce quality assurance documentation as per ITPs and specifications – Predominantly through the use of fieldview
    - Raise and close out Non-Conformance Reports (NCRs) with agreed mitigations.
    - Monitor subcontractor performance and ensure quality assurance standards are met.
    - Familiar with industry standards and external sources of information (e.g., BS6187, CIRIA C740).
    - Lead the site team with respect to maintaining consistent, high quality standards

4. **Management of Materials:**
    - Understand common materials and plant properties, as well as their testing requirements.
    - Record site measures to assess material wastage and carry out material take-offs from drawings.
    - Maintain records and handle samples in line with project specifications and ITPs.
    - Ensure material testing is complete on site to the correct standards
    - Ensure all materials have been approved for use – Otherwise raise with senior manager for material approvals
    - Ensure all materials are being used in the correct locations – (i.e. right mix designs for each element of the work)

5. **Construction Methods:**
    - Understand and deploy appropriate construction methods for the project.
    - Appreciate value engineering, minimise material wasteage, making informed decisions between value engineering and descoping.
    - Create sketches and drawings to clarify methods and construction sequences.
    - Implement knowledge and lessons learned from previous projects.

6. **Design Process and Information Management:**
    - Understand the design process and how to obtain the latest revisions of documents and drawings.
    - Ensure you are always working to the latest information
    - Raise queries (Technical Queries - TQ, Requests for Information - RFI) for missing or conflicting information.
    - Familiar with the management of 3D models and 2D AutoCAD to extract relevant information. – Ensure if you do choose to set out using this information, that it is controlled and up to date.

7. **Temporary Works and Lifting:**
    - Understand common Temporary Works and their role, including the use of Temporary Works Co-ordinators (TWC) and Supervisors (TWS).
    - Able to undertake TWS responsibilities with appropriate training, experience and within the level of competency you currently possess.
    - Assist the Project/Senior Engineer in the completion of design briefs and follow lifting plans when applicable.
    - Understand crane operations, including the roles of Appointed Person and Crane Supervisor.

8. **Sustainable Development:**
    - Contribute to identifying sustainable solutions and carbon efficiencies.
    - Understand the sustainability contractual requirements of the project.
    - Participate in Corporate Social Responsibility (CSR) activities.
    - Be familiar with and adhere to (where applicable) the UN sustainable development goals.

9. **Safety & Environmental Management:**
    - Ensure adherence to safe systems of work, risk assessments, and method statements.
    - Understand permit requirements and ensure adherence to the permit system.
    - Deliver daily briefings, task briefings, and toolbox talks.

- Ensure compliance with COSHH, HAVS, manual handling, and other safety regulations.
- Assist in the production of task sheets and risk assessments for specific activities.
- Lead by example, take a 'Don't Walk By' attitude to site work

10. **Commercial and Procurement:**
    - Maintain a detailed site diary covering relevant commercial issues.
    - Work with senior management to Identify changes to project information and notify the commercial team.
    - Understand the costs of materials and the project's budget.
    - Participate in procurement, assisting with material take-offs and resource recommendations.
    - Check materials as they come to site – Are they as per the order ticket and do they meet the project specification?

11. **Programme and Project Management:**
    - Communicate project developments consistently with peers and superiors.
    - Understand the site logistics plan and manage logistics for assigned tasks.
    - Contribute to the supervision of workforce and subcontractors.
    - Record and report on output and resource efficiency.
    - Follow the Statom scope of works and contribute to meeting quality assurance and handover requirements.
    - Always maintain quality standards and ensure there is sufficient programme time to achieve this – otherwise raise this with the senior project management team.

12. **Learning and Development:**
    - Identify personal development needs and seek appropriate support.
    - Provide guidance and support to Assistant and Trainee Engineers, fostering a culture of learning.
    - Stay receptive to feedback and proactively work with line managers and Learning & Development to align personal growth with professional goals.
    - Work towards professional accreditation and chartership & keep up to date CPD records

Key Competencies & Development Focus:

- **Survey Equipment Proficiency:** Understand the capabilities and limitations of survey equipment, and select appropriate instruments for specific activities. – Seek further training from the technical function for gaps in knowledge
- **Quality Assurance & Compliance:** Ensure all work adheres to project specifications, ITPs, and quality assurance standards. – Ensure competency in the use of and implement Fieldview processes
- **Material and Resource Management:** Ensure materials are handled correctly and with minimal waste. + Ensure all materials are pre-approved and used in the right places, in accordance with the drawings and specifications
- **Safety Awareness:** Be proactive in maintaining a safe working environment and complying with environmental regulations. – Lead by Example and maintain high H&S Standards at all times.
- **Project Delivery:** Contribute to successful project execution by monitoring progress, reporting issues, and adhering to timelines.

- **Team Development:** Help junior engineers grow by sharing knowledge and expertise, and encourage team collaboration.

Skills and Qualifications:

- **Educational Qualification:** A degree in Civil Engineering or related field.
- **Experience:** 2-5 years of construction or civil engineering experience, with a focus on site-based work.
- **Certifications:** Health and safety qualifications (e.g., First Aid, OSHA) are preferred. Up to date CSCS Card – Mandatory – Preferably Management or Professionally Qualified Person Card.
- **Technical Skills:** Proficient in construction software, including CAD, and project management tools. Document Management Software such as ASite/4Projects and Quality Management using Fieldview
- **Communication Skills:** Strong verbal and written communication to interact with team members, contractors, and clients. – Strong Teamwork Ability is Essential
- **Problem-Solving:** Ability to quickly assess and resolve site issues, ensuring project continuity.