



JOB DESCRIPTION

Job title
Graduate Civil Engineer
Name of person or job role reporting to
Greag Searing
Responsibilities
<ul style="list-style-type: none">• Infrastructure Designer supporting design team on designated projects.• Undertake Infrastructure design under supervision using AutoCAD and other propriety design software.• Undertake negotiations with Local and Drainage Authority Engineers on design for adoptable works.• Understand and implement designs on private areas to comply with current Codes of Practice.• Understand and appreciate the role of the other members of the design team (Architect, M&E Engineer, Client etc).• Keep up to date with changes in legislation, codes of practice, design codes and proprietary suppliers.• Under supervision of Project Engineer and in conjunction with the design team, assist in the scheme design / value engineering of each project to ensure the client requirements are met by the most viable option.• Understand the required programme, co-ordination, communication and LDE involvement within project to ensure satisfactory delivery of a project.• Maintain and develop technical or management capability through CPD - primarily through graduate membership of ICE and attendance at RSK lunchtime CPD.• Understand and implement HERRR, Quality and SHEQMS procedures at project level.• Attend relevant training seminars when relevant and present key points to colleagues.• Checking of drawings and calculations prepared by colleagues to a level determined by the Project Engineer.• Undertake calculations and designs using an efficient and rationalised process under guidance of Project Engineer as necessary.• Assist in the issue of project documents (email, extra-net and postal).• Be aware of project deadlines and allocated time to work items
Qualifications/Experience
<ul style="list-style-type: none">• Self-motivated, with diligence, integrity and ambition.• Able to work independently and as part of a team• Excellent organisational skills with the ability to manage competing priorities• Strong written and verbal communication is essential to the role.• Excellent organisational skills with the ability to manage competing priorities• Strong written and verbal communication is essential to the role.• 1st class honours or upper 2nd degree in civil engineering• Graduate Member of Institution of Civil Engineers and pursuing professional status.• Expanding knowledge of the full engineering / development process.



- Working knowledge of AutoCAD.
- Experienced in use of Microsoft products including Excel, Word and Power Point.
- Must hold a full UK drivers licence.

I hereby agree that I have read and understood the job description.

Signed

Date

Name