

JOB DESCRIPTION

TITLE: Civil Engineer

GRADE: HPTO

DEPARTMENT: Technical Services

**INITIALLY
RESPONSIBLE TO:** SPTO Civil Engineer

JOB PROFILE:

To assist in the planning and construction of major Civil Engineering maintenance and new works carried out both by contract and direct labour.

The main functions of the post are as follows:

1. To assist in the preparation of design calculations, general arrangement and working drawings, bending schedules, specifications and contract documents for all Civil Engineering Works including structural elements.
2. To assist in the preparation of designs, specifications and contract documents for alterations, extensions, refurbishment, new works, etc to public utility buildings.
3. The provision of Civil Engineering services to other Government Departments.
4. To carry out inspections of Public and Private buildings and structures and to report and keep records of findings and specify maintenance requirements.
5. To liaise with other Government Departments, Public Utility Companies/Departments, the Ministry of Defence and Contractors regarding matters of a Civil Engineering nature.
6. The supervision of construction work on site.
7. To assist in the preparation of estimates for engineering works.
8. To supervise the preparation of engineering drawings, bending schedules, etc and the delegation of works to lower grade officers as and when required.
9. To assist in the preparation and organisation of works programmes including beach/sea defence works, rockfall safety, demolitions, etc.
10. To ensure observance of safety regulations and practices.
11. To undertake any other duties appropriate to the grade that may be required by the Head of Department or an appointed representative.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications	A Degree in Civil Engineering or an equivalent or higher qualification acceptable to the Public Services Commission.	
Experience	A minimum of two years relevant professional experience.	Experience in the use of dedicated specialist computer aided drawing office packages such as AutoCAD.
Knowledge	<p>Sound knowledge of Civil Engineering design, specifications, methods, processes and materials.</p> <p>Sound knowledge of General Construction.</p> <p>Ability to read and interpret plans and working drawings, bending schedules and specifications/schedule of works.</p> <p>Knowledge of Health and Safety Regulations and the CDM Regulations.</p>	<p>Knowledge of using engineering design software.</p> <p>Knowledge of topographical surveying techniques.</p>
Key skills and behaviours	<p>Excellent analytical and numerical skills.</p> <p>Ability to work effectively under pressure and meet set deadlines.</p> <p>Have good communication skills, both verbal and written.</p> <p>Ability to plan and organise work on own initiative, and as part of a team, without close direction or control from senior management.</p> <p>Ability to prepare design briefs for estimating and designing works.</p> <p>Ability to use available resources to achieve value for money.</p> <p>Able to approach a wide range of problems, take sound decisions and exercise sound judgment.</p> <p>Able to respond positively to change/possess innovative ability.</p> <p>Competence in the use of ICT tools including MS Word and Excel.</p> <p>Ability to implement in a professional and effective manner departmental policies under the guidance of senior members of staff.</p> <p>Must be willing to attend courses and undertake further training.</p>	