

JOB SPECIFICATION

TITLE: Structural Engineer

GRADE: Senior Professional & Technology Officer (SPTO)

DEPARTMENT: Town Planning & Building Control Department

INITIALLY RESPONSIBLE TO: Head of Department

OBJECT: To be responsible for the checking of the structural design aspects to all private sector Building Applications submitted in accordance with the Public Health Act, sections 44 to 55.

To ensure compliance with structural BS EN Eurocodes, Building Rules 2017, current British Standards, Codes of Practice and associated legislations.

To provide structural advice and supervisory support on structural matters as necessary to the Building Control Officer.

To assist Senior Officers in solving technical problems

DUTIES:

- To carry out design checks on structural calculations, drawings and specifications on private sector building applications submissions
- Liaison with professional grades and specialist services from within and outside the department
- Liaison with Government departments, The Ministry of Defence, utility companies, the police and other emergency services, contractors and consultants regarding duties related to structural matters undertaken by the department.
- To carry out inspections of new building works, alterations and/or additions to buildings and provide structural reports as required by the department
- To develop and maintain appropriate structural records and databases for the storage and retrieval of structural, geotechnical and technical information
- The scrutinising of tender documents submitted by prospective contractors and preparation of reports to the Tender Board
- To ensure observance of safety regulations and practices
- To ensure the proper and prompt attendance to complaints from the general public or authorities relating to structural matters for which the department has responsibility

- To supervise the preparation of engineering drawings, bending schedules, etc. and the delegation of work to lower grade officers as and when required.
- To undertake any such other duties appropriate to the grade which may be required by the Head of Department, Building Control Officer or an appointed representative.
- To provide advice on Structural Engineering issues to other Government Departments.
- Undertake duties as a Chairperson or Member of the Public Service Commission for selection and disciplinary boards, whenever the occasion arises, and all the responsibilities this involves.

**PERSON SPECIFICATION – SENIOR PROFESSIONAL & TECHNOLOGY OFFICER (SPTO)
– (STRUCTURAL ENGINEER)**

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications & Experience:	<p>Degree in Structural/Civil Engineering or an equivalent and relevant qualification acceptable to the Public Services Commission with minimum 5 years relevant experience in structural/civil engineering design and construction.</p> <p>Chartered Engineer Status or actively working towards this.</p> <p>Conversant with structural Eurocodes and current British Standards</p> <p>Experience in the preparation of structural design calculations, drawings and specifications for building works.</p>	<p>Experience in a managerial role.</p> <p>Experience in the use of dedicated specialist computer aided drawing office packages such as AutoCAD.</p> <p>Experience of using engineering design software.</p> <p>Experience in demolition works</p>
Knowledge:	<p>Thorough knowledge of Building, Civil Engineering and general construction methods, processes and materials.</p> <p>Ability to undertake complex designs of structural engineering structures including all relevant calculations and drawings.</p> <p>Ability to read and interpret plans and working drawings, bending schedules and specifications/schedule of works.</p> <p>To be conversant with safety regulations and demolition practices</p>	<p>Knowledge of seismicity, geotechnical, foundation, superstructure and secondary structural elements.</p> <p>Knowledge of topographical surveying techniques and building construction tolerances.</p>
Key skills and Behaviours:	<p>Ability to work effectively under pressure and meet set deadlines.</p> <p>Have good communication skills, both verbal and written.</p> <p>Excellent analytical and numerical skills.</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 use available resources to achieve value for money.</p>	

Key skills and Behaviours (cont'd):	<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 liaise with Heads of other Government Departments/outside agencies and organise/chair meetings in a professional manner.</p>	
Other Requirements:	<p>Available to work regularly, as required, after normal working hours.</p>	