


## JOB TITLE

Graduate Engineer

<b>Key role objective</b>	The principal function of this position to work under the supervision of a Department Managers and to assist them in their duties during the design, tender and delivery of contracts. Typically, contracts will have a value to WJ of between £0.1M to £2M.
<b>Reports / Responsible to</b>	Managing Director UK (Line Manager)  Department Managers (Supervisor)
<b>Key areas of responsibility</b>	<p>Experience will be provided across the business where there are needs, these include design, tendering and site engineering duties to deliver WJ's contractual obligations as directed by the department managers. Activities include but are not limited to the following:</p> <ul style="list-style-type: none"> <li>To closely liaise with our clients site staff, and our own engineers, supervisors, subcontractors, and suppliers.</li> <li>Prepare key associated documents, including layout and sections.</li> <li>Prepare tender documents for review by Design Manger</li> <li>To attend site visits and meetings to establish constraints and discuss design considerations with the client.</li> <li>Ensure cost database and quote template is updated with relevant costs, products, services, durations/productivity allowances at least bi-annually.</li> <li>Maintain a documentary record, to a high-quality standard, of WJ's contractual activities including the collection, collation and presentation of data including:             <ul style="list-style-type: none"> <li>Site progress (daily diary, identification and addressing problems which may impact progress)</li> <li>As built records (e.g., borehole logs, adjusted layout drawings)</li> <li>Water level information (manual hourly/daily and automated instruments)</li> <li>Collection of water samples for chemical analysis, review, and tabulate results</li> <li>Water flow measurements (manual and automated)</li> </ul> </li> <li>To perform project management and dissemination responsibilities, including drafting of regular progress reports as required &amp; participating in team meetings.</li> <li>Prepare Method Statements, including working drawings and works procedures.</li> <li>Use and if necessary, update the project programme &amp; ensuring contractual targets are met.</li> <li>Assist in project logistics – place purchase orders for materials, arrange deliveries with suppliers.</li> <li>Support the Project Manager in the preparation of monthly payment applications.</li> <li>To be responsible for own health and safety and to prepare Risk Assessments for our activities. Brief, check and audit site staff to ensure safe working practices are being followed.</li> <li>Liaise with the company auditors and ensure execution of corrective actions.</li> </ul> <p>The above is not exhaustive and you will be expected to undertake any other duties which may reasonably fall within the level of responsibility and competence.</p> <p>The duties of the post-holder will require collaboration with the other engineering, administrative and technical staff of WJ and our client. The post-holder must be able to</p>



	establish good working relationships with people from these different disciplines and areas and be able to communicate effectively with them regarding the project.
<b>Qualifications &amp; Experience</b>	<p>The role requires maturity, self-motivation, accuracy, drive and determination and the following requirements:</p> <ul style="list-style-type: none"><li>• You will have, a degree (or equivalent) in a relevant engineering discipline.</li><li>• Good understanding of Hydrogeology, Engineering Geology or Civil Engineering.</li><li>• Resourcefulness, initiative, and the ability to work unsupervised in often difficult site conditions.</li><li>• The ability to plan and organise own workload.</li><li>• Competence in the use of Microsoft Office suite of products</li><li>• Competence in the use of AutoCAD software</li><li>• Good verbal and interpersonal skills and written communication skills - the ability to communicate complicated and sometimes sensitive concepts is an essential requirement.</li><li>• Full UK Driving License</li></ul>
<b>Working Conditions</b>	<p>The role will be predominately based out our head office in Kings Langley or at an allocated project site within the UK. This will require daily travel to / from site or between sites and may require temporary accommodation remote from the office.</p> <p>Training to ensure compliance with UK construction site best practice will be provided.</p>
<b>Physical Requirements</b>	<p>The role is predominately office based but does require that the candidate utilizes a Visual Display Unit (VDU) as part of their day-to-day activities. On site you will standing for extended periods of time often in outdoor environments in all weather conditions.</p>

<b>Approved by</b>	Neil Coulter	<b>Signature</b>	
<b>Date Approved</b>	23/09/2023	<b>Next Review</b>	As and when required
<b>Employee's Signature</b>		<b>Name of Employee and Date</b>	