

**EGIS LAGAN SERVICES LTD
JOB DESCRIPTION**

1. GENERAL INFORMATION

Job Title:	Civil Engineer (Site Engineer)	Location:	Portlaoise
Department:	Maintenance	Reporting to:	Maintenance Manager

2. JOB DESCRIPTION

The Site Engineer will report directly to the Maintenance Manager and assist with the general day to day running of the project. The role involves responsibility for overseeing road maintenance and construction/renewal activities and ensuring that all work is carried out to the highest standard. Onsite inspections, surveying, setting out and the day-to-day management of subcontractors on site in line with ELS Health, Safety, Quality and Environmental (HSEQ) policy.

Key Areas of Responsibility also include:

- Program, undertake and report on safety inspections and cyclical inspections of all road inventory and assets, such as road lighting, road structures, pavement, road furniture etc.
- Using the GIS based Routine Maintenance Management System (RMMS) identify and categorise defects to network assets and subsequently log them on the RMMS system.
- Asset data management and reporting on the Routine Maintenance Management System.
- Coordinate repairs to damaged network assets and close out defects in accordance with the contract requirements.
- Develop proposals for network renewals including development of costing & proposal for client review.
- Supervise and monitor sub-contractors' performance when working on site.
- Attend and contribute to internal HSEQ audits and ISO inspections.
- Create and maintain accurate works records such as labour, plant, and site activities and contribute this information to monthly report preparation.
- Liaise with Local Authorities, Gardaí, sub-contractors, and public and client agents.
- Develop Health & Safety documentation for works including method statements and risk assessments.
- Winter maintenance decision making duties.
- Preparation of traffic management plans using AutoCAD software.
- Assist with 3rd party claims for damage to the network.
- Planning works in an efficient manner to ensure programme targets are achieved.
- Checking of routine maintenance works as required
- Other duties as directed.

3. PERSON SPECIFICATION

Criteria	Essential to the Role	Desirable to the Role
Qualifications/ Education/Training	<ul style="list-style-type: none"> ▪ Level 7 Engineering/Project Management Qualification 	
Experience/ Knowledge	<ul style="list-style-type: none"> ▪ Background in construction and/or maintenance ▪ Knowledge of civils/construction processes ▪ Commercial awareness 	<ul style="list-style-type: none"> ▪ Survey experience using GPS equipment ▪ Experience with GIS systems ▪ Proficient in AutoCAD
Skills/Abilities	<ul style="list-style-type: none"> ▪ Experience with Microsoft Word and Excel ▪ Excellent communication skills both written and verbal ▪ Excellent organisational skills ▪ Ability to work on own initiative ▪ Strong interpersonal skills 	
Personal Attributes	<ul style="list-style-type: none"> ▪ Self-motivated and enthusiastic ▪ Adaptable and flexible ▪ Good team player ▪ Conscientious and road safety focused 	
Additional Req	<ul style="list-style-type: none"> ▪ Full clean drivers licence - Class B 	

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