



**JOB DESCRIPTION AND PERSON SPECIFICATION**

**GRADUATE CIVIL ENGINEER**

**JOB DESCRIPTION**

Company: Wind Prospect Ltd  
Function: Civil Engineering Services  
Reports to: General Manager  
Location: Edinburgh / Durham

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**JOB PURPOSE/PRIMARY OBJECTIVES**

The Graduate Engineer shall be responsible for:

- † projects assigned to them by Project Managers, General Managers or Directors.
- † recording and monitoring the project costs including raising invoices, agreeing variations in scope of services and monitoring third party costs.
- † ensuring that the project is managed in a safe and professional manner and is undertaken in compliance with all relevant Health and Safety legislation.

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**KEY TASKS/DUTIES**

**Responsibility**

- † The design and documentation of civil and structural components of the projects, including but not limited too, drainage works, turbine foundations, buildings, civil infrastructure and structures.
- † Conduct any liaison or consultation with statutory authorities or undertakers as necessary to implement the construction of the project.
- † Assist in the preparation of the construction and environmental method statements and other documentation as required in the project planning conditions.
- † Assist in the design and placing of contracts with consultants for technical aspects of the projects.
- † Undertake the role and duties of the CDM Coordinator during the planning stage.
- † Provide design and construction documentation as required by the project, including conducting site surveys and inspections.
- † Carryout client liaison and coordination, including reporting of progress
- † Project management of the tasks and deliverables required as part of the design packages during preconstruction and construction stage.
- † Conduct technical inspections of structures, formations and other civil / structural elements of a project as required.
- † Conduct the design and supervision of civil or structural remedial works as demanded by a project.
- † Assist project managers and site staff in evaluating 3<sup>rd</sup> party designs and construction methods.

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### **PERSON SPECIFICATION**

#### **SKILLS / QUALIFICATIONS**

- † Accredited degree in Civil Engineering
- † Good project management skills including organisational and diligent skills.
- † Good communication, report writing and interpersonal skills.
- † Experience in design of civil, structural or geotechnical elements to Eurocodes and best practice would be beneficial.
- † Practical site experience at construction or geotechnical investigation stage would be beneficial.
- † Computer literate with Microsoft Office, Microsoft Project and other specialist computer packages (AutoCAD, Workspace, CRM's, etc).
- † Full UK driving licence as extensive travel throughout the UK will be required.
- † Full UK permit for work or residency.
- † Further education or second degree in a construction / engineering related discipline would be beneficial
- † Membership of ICE would be beneficial