

Follow up Contracts >Site Engineer

- Preparing a master requisition for the exact materials, equipment and plant for the re-engineered project specification and drawings.
- Obtaining quotations for each element of major plant, equipment and sub-contract required by the re-engineered project.
- Consulting and participating with the buyers in procuring the exact materials, equipment and plant for the re-engineered project specification.
- Contributing to the work of the planner in developing from the analysis a bar chart programme document, labour histogram and planned production 'S' curve and ensuring that production measurement taken from the project works.
- Organising, examining, and assisting in the preparation and approval of under signature 'work packages' for the project, in accordance with the company approved incentive schemes, and supervise all submissions for payments in respect of these packages to ensure the entitlement is within the parameters of the company agreement.
- Ensuring that all Health and Safety requirements pertaining to the project are in place and verify that all staff employed upon the works have received instruction in their obligations under this legislation and are working safely.
- Ensuring that finishes are carried out to the highest of standards so as to ensure a quality finish.
- Formalise issues and complaints from customers and contractors
- Attend pre start, progress and handover meetings.
- Ensure an effective commissioning / customer handover process.
- Constantly review the performance of sub contractors and terminate contractors.
- Commission new suppliers where appropriate.
- Ability to manage cost reporting of all allocated projects Cost Forecasting, Anticipated Final Cost, Cost of Work Done, Gross Billing and Current Contract Value.
- Liaise with suppliers and customers on a regular basis to discuss new and existing product requirements.
- Liaise with transport and logistics departments to ensure the most efficient and cost effective modes of transport