



## **GRADUATE ENGINEER**

Salary: Depending on experience

Location: Sittingbourne (Live within a commutable distance)

Contract Type: Permanent, Full Time

### **Main Duties**

Responsible for the delivery and assisting with the delivery of projects encompassing a range of building and civil engineering activities, from tender stage through to project realisation.

Responsibilities include:

### **Health and Safety** – responsible for

- Understanding the Company's Policy and appreciating the responsibility allocated to each grade.
- Ensuring co-operation between all parties in fulfilling the aims of the Safety Policy.
- Recommending to Senior Management any changes to improve the safety performance of the Company.
- Advising Senior Management of any testing or examination required on any article to comply with any Regulations.
- Making certain that in tendering, at planning stages and in the production processes allowance is made for adequate welfare facilities and equipment to avoid injury, damage and wastage.
- Assisting with the preparation of method statements and risk assessments in those areas to identify all hazardous activities and the risks associated with such activities.
- Stipulating safe systems of work, so that all work both on and off the premises, is carried out in accordance with Statutory requirements, codes of practice and Company rules.
- Carrying out Safety Briefings with operatives and maintaining records of these briefings.
- Conducting routine safety checks and providing Senior Management with evidence that safety inspections have been carried out, together with any recommendations and remedial action taken.
- Ensuring that suitable written records are kept and maintained of such inspections.
- Ensuring that employees are effectively instructed in safe systems of work and that records of instruction are kept.
- Ensuring that staff understand that injuries, equipment damage, and material wastage not only have a health and safety implication, but that the commercial aspect of such occurrences has a direct effect on the overall competitiveness and viability of the business.
- Bringing to the attention of the Senior Management any member of staff failing to discharge satisfactorily the responsibilities allocated to them
- Setting a personal example.

### **Environment** – responsible for

- Encouraging and promoting best practice and sustaining continuous improvement in environmental performance

- Understanding the requirements of current environmental legislation relevant to the company's operations
- Ensuring that the environmental effects of the company's activities are assessed and taking all practicable steps to protect the environment

**Quality** – responsible for ensuring that all projects are undertaken in accordance with procedures laid down in Topbond's UKAS and Integrated Management Systems. Specific duties include:

- Assisting with the preparing cost estimates and quotations and ensuring that records are kept of all calculations, cost build ups etc.
- Carrying out pre-contract activities such as production of programmes (use of Microsoft Project), method statements, risk assessments and other documentation
- Planning and programming works, to ensure correct resources, including adequately trained staff and first aid resources can be provided
- Liaising with other staff to ensure best use of resources and to coordinate activities
- Sourcing and ordering of plant, equipment, and materials.
- On site delivery of works and project management to ensure that contracts are completed efficiently, safely, on time and within budget, including liaison with client, procurement of plant and materials, delivery of site inductions, briefings and tool box talks, supervision of site staff and sub-contractors, and maintenance of site records.
- Undertaking site activities in line with the accredited procedures and keeping accurate records of the site activities and findings, including training/overseeing the work of less experienced staff.
- Preparing and assisting with reports on the site activities.
- Post contract activities including preparation of final account, dispute resolution and preparation of health and safety file where appropriate.
- Reporting to Senior Management on progress of projects and ensuring that any non-conformances or complaints are documented and reported to Senior Management

## **Requirements**

- Degree in Civil Engineering (or similar)
- CSCS White Card (Preferable but not required)
- Full driving licence
- Preferable industry year placement or similar construction related experience
- Understanding of health and safety issues

Competitive salary based on 40 hrs per week, 21 days holiday and bank holidays

Hours of work 8am – 5pm Monday to Friday

## **About us**

Established in 1975, Topbond PLC combines technically innovative project management expertise with traditional skills and values to offer a range of specialist services to the construction and marine industries. These include refurbishment of bridges and structures, marine services, footbridge design and build, survey and testing of bridges and structures, reconstituted and natural stone works.

If you're interested in this role, click 'apply now' to forward an up-to-date copy of your CV or email [info@topbond.co.uk](mailto:info@topbond.co.uk).