



ENGINEERING COORDINATOR



ABOUT THE ROLE

The Engineering Coordinator provides engineering input and support to the Technical department throughout the detailed design and construction stage by managing the civil, structural and utilities consultants. They also manage the adoption process from securing the agreements through to actual adoption. They are responsible for compliance with budget and timescales agreed by Engineering Manager / Technical Director.

Responsible for: No direct reports

Responsible to: Engineering Manager

KEY RESPONSIBILITIES

- Manage the civil engineering design of a designated site – including highways, drainage, external works, levels, cut & fill, setting out, etc.
- Manage the structural engineering design for all sub-structure works at a designated site – including foundations, retaining walls, boundary walls, highway structures and drainage structures.
- Manage the provision of utilities at a designated site – including new supplies, diversions and disconnections.
- Manage the overall provision of conveyance plans for a designated site.
- Take responsibility for the naming and numbering of houses and streets within the development.
- Secure all legal agreements associated with adoptions and manage the process from design through to final adoption.
- Issue comprehensive groundworks packs for tendering / construction to agreed timescales.
- Manage and discharge NHBC conditions relating to structural, drainage and land quality conditions.
- Prepare and manage the pre-construction information pack in coordination with the Technical Coordinator and relevant team members.

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- Arrange site investigations, utility investigations and all other investigations to fully inform site constraints and design packages.
 - Take responsibility for all statutory notices relating to highways / footways in a designated development – including diversion works, footway / bridleway closures and diversions, and highway stopping-up notices.
 - Take responsibility for remediation works, demolition works and party wall works (in conjunction with the Design Coordinator), including all required statutory notices.
 - Provide input to travel plans, management company checklists, and Sales / Legal handovers.
 - Check all consultants information for compliance with regulatory guidelines
 - Comply with responsibilities as laid down in the Group's Policy and Procedures.
 - Collate all health and safety information for the Construction (Design and Management) Regulations in accordance with the company policy and procedures.
 - Build strong working relationships with consultants and managers in both local authorities and statutory bodies.
 - Attend Land handover meetings, Technical handover meetings and Design team meetings in conjunction with the Technical Manager, Engineering Manager and Design Coordinator.

THE PERSON

What kind of person are we looking for?

- Proactive and forward thinking approach to work.
- Able to communicate with all disciplines at all levels.
- Well organised and capable of organising others.
- High level of attention to detail
- Able to manage people, processes and time.
- Strong team player who can communicate effectively.

These are illustrative duties and the job holder will be expected to become involved in a range of work to enable the department to respond effectively to the requirements of the Company.