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| <b>JOB TITLE</b>  | <b>Site Engineer</b> |
| <b>DATE</b>       | Oct 2025             |
| <b>REPORTS TO</b> | Project Manager      |

## JOB DESCRIPTION

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|---|--|
| <b>Purpose of role</b>                  | <ul style="list-style-type: none"> <li>The Site Engineer is responsible for all engineering and technical disciplines that projects involve. You will schedule, plan, forecast, resource and manage all the technical activities aimed at assuring project accuracy and quality from conception to completion.</li> </ul>  |
| <b>Main duties and responsibilities</b> | <ul style="list-style-type: none"> <li>Collaborate with the Senior Project Engineers to create more efficient methods and maintain profitability.</li> <li>Develop the specifications for all equipment that is required for each project.</li> <li>Create the framework used to develop and monitor project metrics and manage the collection of project data.</li> <li>Formulate realistic parameters for each project, including design elements and implementation procedures.</li> <li>Establish the methods by which all field tests are administered and develop various ways to monitor the quality of those tests.</li> <li>Prepare, schedule, coordinate and monitor the assigned engineering projects.</li> <li>Monitor compliance to applicable codes, practices, policies, performance standards and specifications.</li> <li>Interact daily with the subcontractors to interpret their needs and requirements and represent them in the field.</li> <li>Perform overall quality control of the work (budget, schedule, plans, personnel's performance) and report regularly on project status.</li> <li>Assign responsibilities and mentor project team.</li> <li>Cooperate and communicate effectively with Project Engineer and Project Manager and other project participants to provide assistance and technical support.</li> <li>Review engineering deliverables and initiate appropriate corrective actions.</li> </ul> |
| <b>Other duties</b>                     | <ul style="list-style-type: none"> <li>Be aware of and adhere to the IMS policies and procedures that are relevant to your work.</li> <li>Work in a safe manner without risk to self, others or the environment.</li> <li>Seek assistance if uncertain of any Health &amp; Safety, Environmental or Quality requirements.</li> <li>Comply with all emergency and evacuation procedures.</li> <li>Report all incidents to your immediate Manager.</li> <li>Report any hazards or environmental aspects to your immediate Manager.</li> <li>Implement IMS system on site, including assisting site supervisor with preparing and completing ITPS.</li> <li>Participate in Safety Walks</li> <li>Carry out site inductions.</li> <li>Review technical design and coordinate in assisting the Design Manager.</li> <li>Assist with obtaining CC documentation.</li> </ul>  |

- Assist with planning portal and OC Documentation

## PERSON SPECIFICATION

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| <b>Qualifications</b>            | <ul style="list-style-type: none"> <li>• Degree in Engineering or relevant field.</li> </ul>  |
| <b>Experience</b>                | <ul style="list-style-type: none"> <li>• Proven working experience as a Project Engineer.</li> </ul>  |
| <b>Knowledge</b>                 | <ul style="list-style-type: none"> <li>• Excellent knowledge of design and visualisations software such as AutoCAD.</li> <li>• Ability to read, interpret and comprehend all tender documents including specifications, drawings, schedules, Data Sheets to enable thorough tender scope of works can be prepared.</li> <li>• Advanced MS Office skills.</li> <li>• Familiarity with rules, regulations, best practices and performance standards.</li> </ul>   |
| <b>Skills &amp; competencies</b> | <ul style="list-style-type: none"> <li>• <b>Customer service focused:</b> committed to providing exceptional customer service across all channels – written, phone and face to face.</li> <li>• <b>Communication:</b> the ability to communicate clearly and concisely, varying communication style depending upon the audience.</li> <li>• <b>Attention to detail:</b> excellent attention to detail and written skills when communicating with others, both internally and externally.</li> <li>• <b>Commerciality:</b> ability to apply knowledge in a practical, commercial manner.</li> <li>• <b>Teamwork:</b> willingness to assist and support others as required and get on with team members.</li> <li>• <b>Time management/organisation:</b> accomplish objectives effectively within time frame given and carry out administrative duties within portfolio in an efficient and timely manner.</li> </ul> |
| <b>Personal attributes</b>       | <ul style="list-style-type: none"> <li>• Professional approach.</li> <li>• Ability to work under pressure.</li> <li>• Confident manner.</li> <li>• Positive approach to change.</li> <li>• Project management and supervision skills.</li> <li>• Decision making ability and leadership skills.</li> <li>• Handle the administrative duties of position including completion of required documents.</li> </ul>  |
| <b>Other</b>                     | <ul style="list-style-type: none"> <li>• Act in Binah's best interests at all times.</li> <li>• Is ready to take on new challenges and is willing to learn.</li> <li>• Refrain from acting, or being seen to act, in conflict with Binah's interests.</li> <li>• Has a great work ethic.</li> <li>• Takes responsibility for their own actions.</li> <li>• Is honest and acts with integrity.</li> <li>• Promptness to return phone calls from other Senior Managers and team members within 1hr.</li> </ul>  |

- Is available to discuss tender issues with Senior Managers after normal trading hours and responds to emails or any form of communication with 2hrs.
- Exhibit a professional and courteous attitude when dealing with Binah's employees and other members of the public.
- Perform the duties assigned to you to the best of your abilities and knowledge.
- Ensure you are performing solely work-related activities in work time.
- Comply with all reasonable instructions from management

This job description serves to illustrate the scope and responsibilities of the post and is not intended to be an exhaustive list of duties. You will be expected to perform other job-related tasks requested by management and as necessitated by the development of this role and the development of the business.

**ACKNOWLEDGEMENT**

**I certify that I have read, understood and accept the duties, responsibilities and obligations of my position.**

**SIGNED BY YOU**

.....  
**Employee**

.....  
**Date**

**SIGNED BY MANAGEMENT**

.....  
**Manager**

.....  
**Date**