

# Senior Project Engineer/ Project Manager



## Job Purpose:

As a Senior Project Engineer/Project Manager you will lead control of designated contracts from initial stages to completion.

## Key Duties:

- Clarify the contract obligations and objectives with the Vital Energi project team and the client
- Identify and maintain clear lines of communication between client, subcontractors and Vital Energi team
- Production of all company required documentation as required by the company policies and procedures
- Maintain progress reporting and updates on project to ensure the as built position is clear
- Record & communicate any variation of the original scope of works whether it imposes a cost, delay & disruption or not.
- Maintain and update all design information to as built status
- Liase with the client, other project members and manufactures to ensure a build able design is achieved
- Liase with planners, the client and other project members to plan, monitor and control the sequence of works
- Procure materials and manager the delivery and offering of materials in an efficient and cost effective manner and in line with programme and contracted requirements
- Maintain a site establishment where required that is safe clean and meets the company standards and image.
- Produce, complete, manage and commissioning activities
- Full supervision of on site operational staff both vital Energi and subcontractors
- Carrying out site surveys
- Allocate suitable engineering resources to meet project needs
- Record and provide all relevant commercial information on changes, variations, delay, disruption and any other issue relevant to the project or could say 'Monitor and control scope of work, ensuring and variations are documented, planned, costed and agreed in writing'.
- Monitor and control costs of project, ensuring the project is delivered within budget
- Maintain the cost to complete on the project to ensure the financial performance of the scheme is known at all times and is communicated internally to the relevant personnel.
- Compile H7S documentation, risk assessment and method statements and manage appropriately to satisfy CDM
- To work in a safe manner in accordance with the company's H&S policy
- Liase with clients, third party consultants and contractors and maintain relationships
- Allocating suitable engineering resources to match specific project needs
- Manage the completion and provide update information on construction programmes utilising available resources