

	<b>Job Description</b>	REF:	<b>EF1064</b>		
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Employee	<b>TBC</b>
Job Title	<b>CRE Civils (Design)</b>
Location	London - Waterloo
Department	Engineering
Line Manager	Engineering Manager
Number of Subordinates	None
<b>Job Purpose</b>	
<p>The CRE Civils (Design) will be expected to work within a multifunctional design and engineering services team.</p> <p>The engineer shall perform a variety of functions in scoping &amp; producing designs in addition to assisting with construction as required.</p> <p>The Designer shall perform a variety of design activities working with both 2D and 3D design, including preparing/updating installation drawings for projects, creating libraries, coordinating and implementing data from Network Rail 3D model and liaising with the engineering team to develop the design. Other duties to be performed as assigned.</p>	
<b>Key Responsibilities</b>	
<p>The role will cover three main areas, Survey, Design and Construction. Duties for these three areas are outlined below.</p> <p><b>Survey</b></p> <ol style="list-style-type: none"> <li>1 Input into production of scope and specifications of surveys required for design including; <ol style="list-style-type: none"> <li>a. Topographical</li> <li>b. Ground Investigation</li> <li>c. Drainage</li> <li>d. Structural</li> <li>e. Gauging</li> <li>f. Asbestos</li> <li>g. Monitoring</li> <li>h. Tag &amp; Trace</li> </ol> </li> <li>2 Assisting with undertaking surveys within own area of experience</li> <li>3 Managing sub-contractors where surveys have been outsourced</li> <li>4 Processing of returned survey data</li> <li>5 Managing survey programme including sub-contractors</li> </ol>	

- 6 Reviewing survey data received and ensuring data is saved and distributed in line with Equate/client requirements
- 7 Ensuring processed surveys are input into client models where required
- 8 Input to analytical & interpretative reports on technical and commercial factors

**Design**

- 1 Undertaking the role of CRE Civils (Design) where required
- 2 Ensuring designs are produced in accordance with all relevant standards
- 3 Production of 2D/3D designs and associated deliverables
- 4 Preparing construction drawings associated with the designs
- 5 Managing other CAD engineers working for the CRE Civils (Design)
- 6 Verify & control status of consultants and subcontractors drawings and specifications & maintain registers
- 7 Attendance of construction review meetings to accommodate construction input into the design process
- 8 Attendance at IDC/IDR meetings
- 9 Ensure the team is fully aware of any impact on cost, quality and timely delivery of the design teams work
- 10 Management of sub contract design and designers where necessary
- 11 Create and manage a design library and tap into existing libraries
- 12 Budgetary management of tender design fees and preparation of detailed design fee estimates
- 13 Liaison with Clients, approval bodies and other relevant third parties
- 14 Overseeing where applicable the BIM process and liaising with our BIM Information managers
- 15 Prepare reports and present at monthly Bid and Contract reviews the progress of the Design and relationships on their project
- 16 Assisting the CEM with the assurance of designs

**Construction**

- 1 Assist with design queries on site if required
- 2 Responding to TQ from the construction team
- 3 Receiving red-line 'Y' revision drawings and interpreting for updating CAD models
- 4 Managing as-built process including production of 'Z' revision drawings

**Job Requirements****Qualifications:**

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Degree or equivalent in a relevant discipline Member or actively working towards Professional Membership of an applicable engineering institution (e.g. ICE)		
<b>Experience:</b> Previous experience of carrying out CRE (Design) role on Rail Projects Experience using Autocad 2D design software (required) Experience using Autocad 3D design software (required) Experience using Microstation 2D design software (required) Experience using Microstation 3D design software (required) Railway experience with both, Network Rail (essential) and London Underground (desirable) Experience in common data environment (CDE) use and administration (i.e. ProjectWise)		
<b>Technical Proficiency:</b> Proficient in AutoCAD / Microstation software. Knowledge of processing of survey data Skilled in PC usage and associated software including Microsoft Office. Able to generate layout drawings from sketches and specifications. Knowledgeable of standard drafting practices and procedures. Knowledge of operational/project delivery and site experience of major schemes High degree of commercial awareness Familiar with railway terminology		
<b>Leadership Imperatives:</b> Excellent communications skills: interpersonal, listening, oral, and written.		
<b>Additional Skills:</b> Able to work with minimal supervision, efficiently schedule and manage time. Able to work well under pressure. Able to discuss ideas with the engineers. Health & Safety awareness.		
<b>Declaration</b>		
By signing this Job Description, I confirm that I have been briefed and understand its content and will carry out my work in strict accordance with BCM policies & procedures in conjunction with any additional clients' requirements.		
Name:	Signed:	Date: