



## JOB DESCRIPTION

1.THE POSITION	
<b>Position Title</b>	<b>Senior Civil Engineer</b>
<b>Generic Title</b>	Civil Engineer
<b>Function</b>	Engineering
<b>Grade</b>	TBD
<b>Region</b>	Brazil, Chile and Peru
<b>Location</b>	TBD
<b>Position Summary</b>	Senior Civil Engineer is responsible to lead the development of pipeline projects and continual advancement of Civil design standards.
<b>Organisational Structure</b>	Member of the Engineering Team reporting to the Engineering and/or Project Manager.
<b>Key Accountabilities</b>	<p>Senior Civil Engineer, responsibilities include:</p> <ul style="list-style-type: none"><li>• Fully supporting the safe, timely and cost-effective delivery of PJ project designs, meeting the required safety, quality &amp; performance criteria.</li><li>• Manage a team of Civil engineers, designers and draftsmen in the preparation of project Civil engineering designs.</li><li>• Preparation of both engineering documentation and drawings.</li><li>• Preparation of material requisitions and material take-offs.</li><li>• Ensuring the necessary quality checking of every document and drawing issued within the Civil discipline.</li><li>• Ensure that internal discipline checks are carried out with comments incorporated for consistency across designs.</li><li>• Prepare the plans and schedules for the delivery of the project deliverables to meet the Client's requirements.</li><li>• Provide accurate reporting of progress and budget in accordance with the project controls requirements.</li><li>• Identify and prepare trends as an early warning of potential scope changes, budget overruns or schedule delays.</li><li>• Ensuring that the PJ document control system is strictly adhered to, maintained and kept up to date.</li><li>• Supporting the timely resolution of technical queries and site queries.</li><li>• Actively participating all PJ provided training and key initiatives.</li><li>• Participating in quality inspections, at vendors facilities and at site.</li><li>• Assisting in proposal preparation, planning, development of scopes of work, contract preparation</li><li>• Collecting and reporting on lessons learned to ensure constant improvement within PJ.</li></ul>



<b>Authority for Change</b>	<ul style="list-style-type: none"> <li>• Has, the duty and the authority, without fear of reprisal, to stop any working practice, process or activity which they believe is unsafe – may potentially cause harm, or represents a future risk of harm, to any person.</li> </ul>
<b>Internal/ External Interaction</b>	<ul style="list-style-type: none"> <li>• PJ to manage external relationships which are important for project execution and delivery.</li> <li>• Networks with subject matter experts, peers, other project teams and internal discipline functions.</li> </ul>
<b>2. PERSON SPECIFICATION</b>	
<b>Experience Needed</b>	<ul style="list-style-type: none"> <li>• Minimum of 10 years' experience preparing civil engineering work on pipeline projects.</li> <li>• Technical professional with exposure to diverse technical and business environments.</li> <li>• Able to relate well to PJ customers.</li> <li>• Good understanding of product development, policies and business principles, with appropriate standards and guidelines.</li> <li>• Good understanding of pipeline and piping engineering.</li> <li>• Fully proficient in the use of MS Office.</li> <li>• Interest and commitment in team work.</li> <li>• Capability to oversee and influence contractors and suppliers through design, procurement, construction phases of the PJ work.</li> <li>• Demonstrable commitment to HSE, HSE leadership and improvements to HSE practice both in product development and project execution.</li> <li>• Some experience in application of engineering management practices and in value improvement tools and practices.</li> </ul>
<b>Knowledge, Languages, Skills and Attributes</b>	<ul style="list-style-type: none"> <li>• Minimum of a Bachelor of Science BSc or equivalent in Civil engineering.</li> <li>• Qualifications applicable to the Civil engineering disciplines.</li> <li>• Good interpersonal skills.</li> <li>• Timely attendance of meetings, presentations and other company activities.</li> <li>• Positive attitude and self-motivated to achieve company and personal goals.</li> <li>• Good communicator, able to state key process goals and objectives, and present them clearly to the project team and to stakeholders.</li> <li>• Ability to plan and direct the activities designed to deliver maximum project value.</li> <li>• Commercially aware, and able to apply this to realise improvement opportunities in product development and project delivery.</li> <li>• Able to constructively challenge others and negotiate successfully with internal peers, partners and contractors to positively influence decisions and improve ways of working.</li> <li>• Fluent in Spanish with a working knowledge of the English language.</li> <li>• Desire to work with other cultures.</li> </ul>
<b>Special Features</b>	<ul style="list-style-type: none"> <li>• Able to travel domestically and internationally.</li> <li>• Able to travel to site.</li> <li>• Strict adherence to the company standards in regard to the PJ office Covid19 procedures.</li> </ul>