**SELWOOD LTD**

**POSITION DESCRIPTION: Setting Out and Surveying Engineer**

**LOCATION:** Chandlers Ford Pump Rental

**POSITION PURPOSE:** To provide detailed surveying and setting out of complex pumping applications to the Pump Rental Solutions business unit, ensuring a uniformed approach is delivered to installation projects across the Selwood business network.

To deliver senior support, training and share knowledge and experience with the other strategic teams and individuals.

**RESPONSIBLE TO:** BIM Manager

**RESPONSIBLE FOR:** N/A

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| **REGULAR CONTACTS:** | **External** | Customers – new and existing |
| **Internal** | Project Delivery Team  Senior Solutions Managers  Solutions Managers  Installations Managers  Branch Managers  Sales Team  Installation Supervisors  Electrical Managers  SHEQ Manager / Team  Other company Directors / Managers / Employees |

**MAIN RESPONSIBILITIES:**

* To meet existing and future objectives and goals in line with Selwood’s broader company strategy.
* Establish and develop internal and client interfaces, nurturing relationships and gaining their trust and confidence in our products, the services we offer and the Selwood brand.
* Liaise between the BIM Manager and the Project Delivery team to ensure plans and models are accurate and achievable.
* Develop, produce and review Safe Systems of Work (SSOW), including Method Statements and Risk Assessments for surveying/setting out tasks and lone working.
* To produce accurate surveys of various sites using GPS Total Station/Robotic EDM, ensuring files are sent to the BIM Manager and Revit Specialists within agreed timeframes.
* Work closely with the Installations Team on site, to deliver the setting out of critical points of applications.
* Ensure all agreed customer and internal KPI’s are met, to the customers complete satisfaction.
* Provide technical advice and problem solving on site, escalating where needed.
* Create site visit reports and associated technical documentation to support these.
* Provide reports and information as required, inputting details as needed onto internal management and SHEQ systems.
* Promote and exercise the company’s mission statement and core values to deliver the required uniformed approach for our business strategy across the UK network.
* To care and maintain tools and equipment.

The main responsibilities are outlined above. This is not a definitive list and other tasks/activities may be necessary as the Company’s commercial activities require.

**QUALIFICATIONS & EXPERIENCE:**

* Previous Surveying experience, ideally in an engineering or construction environment.
* Experience of using GPS and Total Station survey equipment (Robotic EDM).
* Knowledge of drone surveying and laser scanning would be beneficial.
* Experience of setting out on site.
* Experience in site surveying.
* A good understanding of project management and timeline controls.
* Strong ability to upload, organise and maintain surveying information.
* A professional qualification in pump hire, utilities, or a water related industry would be advantageous, but not essential.
* Full UK driving licence and happy to travel regularly within the UK (annual travel expected to be around 10,000 business miles).

**Key Skills:**

* Organisational skills.
* Analytical skills.
* Well-developed interpersonal skills.
* Numeracy skills.
* Communication skills.
* Team working skills.
* Diplomacy.