

**Background**

You will be responsible, with support from our Director Steve James, for the management of our Remediation & Construction Support division. Your role will be split between the Wetherby office and liaising with Contractors, Clients and Lithos' Engineers on site. Your role will be primarily associated with:

- Maintaining an effective and high performing remediation team: briefing, coaching, giving support and feedback.
- Project management: programming work, supervising, reviewing, auditing, monitoring fees and job profitability.
- Liaising with developers and contractors in a pragmatic, proactive and helpful manner (whilst in no way compromising our professional integrity, credibility with Regulators, or technical requirements).
- Reviewing & writing reports, and regulatory liaison.
- Making a contribution to increasing fees and maintaining client satisfaction.
- Minimising business risk; most notably issues associated with H&S and PI insurance.

You will report to Steve James and your performance will be reviewed throughout the year and specifically at each half year.

**Core duties**

| Tech Ref | Description   |
|----------|---|
| 1        | Reviewing Site Investigation, Quantitative Risk Assessment & Remediation Strategy reports. Preparation of fee estimates for supervision & validation of remediation supervision, earthworks and drilling & grouting projects.   |
| 2        | Visiting site at earliest opportunity and reviewing recommendations in light of development layout. Considering requirements for additional investigation work (post-demolition investigation, gas-monitoring etc). Reviewing position with respect to regulatory liaison.                |
| 3        | Briefing the Resident Engineer, including site-specific instructions; site records; control testing; health & safety; the Verification Report etc.  |
| 4        | Visiting active remediation sites on a regular basis (ideally at least once a week) in order to review operations, resolve problems, suggest modifications/improvements to working methods etc.   |
| 5        | Providing appropriate guidance & support to the Resident Engineer, in particular with respect to scheduling & interpretation of appropriate laboratory testing and prompt completion of Verification Reports.   |
| 6        | Project management of remediation projects with Director support as required.<br>Ensuring prompt scheduling & review of geotechnical & chemical test results, & feeding back results to Client.<br>Ensuring site records are kept up to date. Preparing / reviewing Verification Reports. |
| 7        | Supervision / assessment of in-situ geotechnical (primarily plate load & CBR) testing. Reviewing schedules, results and reports prepared by Lithos Engineer.  |
| 8        | Attending pre-start and regular site progress meetings (with Lithos Engineer) with the Client & Contractor. Ensuring actions dealt with promptly and Clients kept informed of progress, any variations to required works & any outstanding issues to be addressed.                        |
| 9        | Ensuring prompt resolution of outstanding regulatory queries, bearing in mind Client's timescales.  |
| 10       | Determining required scope and undertaking additional (post-vacation / demolition) ground investigation, during or in advance of remediation works. Proving support and direction to Lithos Engineer.   |
| 11       | Description of all soil & rock in general accordance with BS 5930 as amended by Lithos guidance in the Handbook. Production of exploratory logs using HoleBASE software.  |
| 12       | Collecting surface water samples, including use of field monitoring equipment. Reviewing schedules, results & reports prepared by Lithos Engineer.  |
| 13       | Preparation of Gas Protection Strategy & Verification Plan. Undertaking validation of gas protection measures, including preparing validation certificates & Verification Report.   |
| 14       | Management of soil cover validation projects, including undertaking visits when required (particularly in busy periods). Preparing final Verification Reports.  |
| 15       | Checking and issuing foundation schedules including determination of tree influence where appropriate. Amendment of existing foundation schedule in light of completed remediation works.   |



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|----------|---|
| 16       | Review and issue MMPs in accordance with CL:AIRE DoWCoP, with input from Client / Contractor as required.   |
| 17       | Preparing & issuing of invoices.  |
| 21       | Comply fully with statutory and company policies regarding health, safety and the environment.  |
| 22       | Background reading to increase understanding of relevant technical issues. Information sources should include: NHBC Standards (Parts 4, 5 & 10), British Standards (esp. BS 5930, BS10175), AGS, BRE & CIRIA, CL:AIRE, Defra & CLEA, and CDM regulations. |

**Key skills**

- Attention to detail; accuracy of factual data
- Reliable & responsible
- Personal effectiveness: organised, decision making & problem solving
- Effective project management
- Verbal communication : Lithos staff, Clients & Contractors
- Written communication: clear, logical, concise, scientific, grammatically correct, readability

**Qualifications and experience requirements**

- A strong academic background. Chartered Engineer or equivalent
- Experience in remediation works
- Experience of project management and team management
- Full UK driving licence