

Background

You will be primarily responsible for the production of geoenvironmental reports and supervision of ground investigation activities based in the Wetherby office. You will report to a Project Manager and performance will be reviewed by an Associate Director/Director.

Core duties

Tech Ref	Description
1	Preparation of proposals up to £10,000, including ground investigation design, for greenfield and simple brownfield sites. Proposals in excess of £10,000 to be checked and approved by an Associate Director/Director.
2	Liaise with clients regarding access, planning consent, site layout and SI programme.
3	Project manage site investigations on greenfield and simple brownfield sites.
4	Briefing and de-briefing of junior staff for all relevant activities on greenfield and simple brownfield SIs.
5	Production of drawing for reports & search requests
6	Review of historical OS plans, geological maps\memoirs, BGS radon report, Coal Authority report etc. Review data and draft Desk Study/'front end' of SI report for brownfield sites.
7	Site walkovers in accordance with guidance provided by BRE 348, and site-specific instructions issued by the Director. Conduct interviews with site staff. Write-up of site description section for brownfield sites.
8	Prepare and review RAMs and proposed exploratory hole location plans (Drawing X) for most sites.
9	Organise and supervise GI activities on brownfield sites and intrusive mining investigations. Act as Lead Engineer on sites with 2 or 3 Lithos staff.
10	Description of all soil & rock in general accordance with BS 5930 as amended by Lithos guidance in the Handbook. Production of exploratory logs using the HoleBASE software.
11	Supervision of soakaway tests in trial pits. Ability to review/issue letter report.
12	Monitor and sample gas and groundwater in accordance with Handbook guidance and site-specific briefs. Draft letter report (including GRA to Amber 2).
13	Draft more complex schedules for geotechnical and contaminant testing and review test schedules prior to issue. Liaise with labs regarding anomalous results and/or unusual testing.
14	Review of exploratory logs, lab data etc to draft Sections 6 to 17 of SI Report for greenfield, brownfield sites and intrusive mining investigations. Amendment of conclusions & recommendations section after review and discussion.
15	Prepare foundation schedules including determination of tree influence where appropriate.
16	Review of 3 rd party reports to advise clients, after discussion with Director, of adequacy for intended use and if appropriate scope of further work, or assist Lithos with formulation of a costed remedial scheme.
17	Draft and issue simple invoices to clients.
20	Address queries raised by Regulators.
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.

Other duties may include:

- Soil Cover Validation – site visits to check thickness (often with sampling to confirm quality). Ability to review/issue letter report.
- Supervision of remediation projects (incl. drilling & grouting, earthworks, treatment\removal of grossly contaminated soil\fill etc) in accordance with our Specification, site-specific briefs and instructions issued by the Director. Duties will include:
 - Supervision and Quality Control of the remedial and ground preparatory works to ensure that requirements of the Specification are complied with
 - Keeping site records up to date and filed in a logical manner. Records should to include a summary of the day's activities; date and weather conditions; plant, personnel and visitors present
 - Advice on the correct handling of materials and conditions encountered
 - Organisation and supervision of geotechnical control testing
 - Rapid assessment of geotechnical results in order to check that satisfactory compaction is being achieved
 - Rapid assessment of contamination test results and issue of appropriate advice
 - Writing-up the Verification Report

Key skills

- Attention to detail; accuracy of factual data
- Enthusiasm to learn and initiative, but with appreciation of own capabilities and limitations
- Reliable and responsible
- Personal effectiveness: organised, decision making and problem solving
- Project management: new & extended\maximised opportunities; check on 3rd party costs; eye on agreed job brief; compliance with budget & deadlines meeting deadlines
- Verbal communication: drillers, site workers, laboratories, other Lithos staff, clients etc
- Written communication: clear, logical, concise, scientific, grammatically correct, readability

A full UK Driver's licence is essential