



**MICHAEL EVANS
& ASSOCIATES LTD**
Civil and Structural Engineers
& Design Consultants

JOB DESCRIPTION

JOB TITLE: GRADUATE STRUCTURAL DESIGN ENGINEER

REPORTING STRUCTURE:

The post holder reports to the Senior Engineer but with ultimate responsibility to the Consultancy Director.

MANAGEMENT RESPONSIBILITY:

The post holder is required to assist with the delivery of contracts, and communication of information to clients, architects or their nominated representatives, project design team members, suppliers, and relevant members of the company staff. They will also report to senior management.

MAIN DUTIES:

- To work as part of a team.
- To assist with the organisation, control and management of contracts within the office.
- To attend site if required for the purpose of carrying out surveys, site investigations and attending meetings if requested.
- To assist with liaising with clients, their representatives, consultants, suppliers and sub-contractors in order to convey design information, receive and interpret data and solve any problems relating to company services.
- To assist with liaising with colleagues if required to determine solutions to engineering problems.
- To carry out any other duties as deemed appropriate by the Senior Design Engineer and/ senior members of the company.

GENERAL DUTIES:

- The post holder must conduct themselves in accordance with their contract of employment.
- The post holder must the best of his / her knowledge and experience carry out work in such a manner as to not endanger their own health & safety and that of his / her colleagues, the company's clients, the general public or suppliers.
- The post holder is required to do their best to ensure that they protect and enhance the company's commercial and financial well-being and reputation.
- The post holder must be computer literate with the ability to operate standard Microsoft Office applications, with a willingness to learn new job specific software (Tedds Tekla, Master Series or similar) and be familiar with the use of AutoCAD software.



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QUALIFICATIONS:

- The post holder must have legal status to work in the UK.
- The post holder will hold a relevant degree.
The post holder will be working towards Chartered status of a structural engineer.
- The post holder will hold a full driving license with access to a vehicle with business use insurance cover.