

Job Description

Post Title	Department
Civil Engineer – Non Revenue Water Coordinator	Projects
Responsible to	
Technical Manager	
Normal Place of Work	
Jamestown, St Helena	
Date	
September 2022	

Job Purpose

The Civil Engineer provides practical engineering design and support to the Projects Team and Operations Team. The post is a key player in the delivery of the capital programme to support infrastructure replacement and upgrading.

The role will also provide technical leadership and support to the development of Connect Saint Helena Ltd leakage reduction and water strategies.

Key Tasks and Responsibilities

- Maintain, lead and continually improve Connect’s non-revenue water strategy and performance, including but not limited to:
 - Water loss reduction.
 - Asset water use reduction.
 - Monitoring of water use through operational activities.

- Unauthorised water use on-revenue water calculation review and improvement. This includes overseeing and improving confidence in the various components of non-revenue water.
- Maintain an understanding of innovation and new technologies with regard to options to reduce non-revenue water and leakage. Keep abreast of options and recommend and deliver future change.
- Co-ordinate and lead the cross divisional team delivering the non-revenue Water Strategy.
- Monitor and report on leakage and non-revenue water performance.
- Prepare tender documentation for tendering of the capital works, tender evaluation and reporting.
- Support in the technical leadership on projects in terms of developing and managing people and tasks, managing project budgets, scope and risk.
- Prepare reports, calculations, drawings required to support the successful delivery of projects. Carry out engineering investigations, feasibility studies, preliminary designs, specifications and detailed designs as assigned.
- Maintain communication and develop on going contacts with clients as required.
- Complete all work in line with our customer core values and in accordance with Quality Systems and Project Quality Procedures.
- Maintain communication and develop ongoing contacts with customers as required.
- Organisation and supervision of on-site civil works including ground works ensuring that works are carried out in accordance with approved designs and specification.
- Facilitate and direct the carrying out of specialist technical assessments (where required), such as Geotechnical Assessments, topographical and topo-cadastral surveys, etc. and providing mentorship and guidance to the GIS team.
- Research and complete cost estimates for preferred and alternative options proposed.
- Direct the process of initial wider scale consultation with on-island stakeholders on the proposed designs and their anticipated interface with other technical services.

Core Competencies

- Flexible and adaptable approach with a willingness to undertake a diverse range of activities across a number of different engineering projects.
- Experience of supervision of on-site civil works and engineering pragmatic solutions in challenging conditions
- Proven competence in the use of engineering computer software including AutoCAD Civil 3D

- Degree qualified (or equivalent) in Civil Engineering or other relevant subject.
- A Chartered or incorporated member of a relevant professional body or working towards a relevant professional qualification.
- Experience within the water industry and in particular the successful development and delivering of effective water loss reduction strategies.
- Sound understanding of worldwide 'best practice' in water loss management and the regulatory frameworks under which client's operate.
- Skilled water loss practitioner able to apply advanced techniques and knowledge. Previous experience working on projects related to non-revenue water and/or water loss Technical expertise in water network distribution and in particular water loss reduction through effective strategy implementation and operational management
- Able to integrate well into a team as well as work independently
- Good analytical skills as well as evaluative judgement based on the analysis of factual and qualitative information, supporting the ability to make operational and strategic decisions relating to leakage.
- Possess sound knowledge of current legislation and able to work in accordance with Quality Assurance and Health & Safety procedures.
- Experience in team leadership. Previous experience leading an effective team with a proven commitment to a high performance team culture.
- Strong communication skills at all levels with the client, suppliers, contractors and design team - both written and oral
- Excellent organisational skills and able to multi-task.
- Must be able to plan and prioritise work load effectively for self and team
- Highly developed organisational skills, demonstrated through the ability to manage conflicting priorities whilst delivering on key milestones
- High level of aptitude to effectively utilise information technology, including computerised control & monitoring systems, geographical information systems, incident management systems, enterprise resource planning systems, and engineering plans & drawings.

Person Specification

Attribute	Level	Essential	Preferred
Civil Engineering Degree	Pass	Yes	
Post qualification EPC engineering projects experience		5+ years	
PR Eng/Chartered Civil Engineer	Registered		Yes
Technical analysis		Yes	
Computer design skills	Auto-CAD Civil 3D or Civil Designer	Yes	
GIS Proficiency	ARC GIS		Yes
Health & Safety awareness		Yes	
Commitment to Environment		Yes	
Driving Licence		A	C
Non-revenue water experience of water leakage reduction		2 years	

Working environment

- Office or site based as required.
- Site conditions may be hazardous and a high awareness of Health & Safety of self and others is essential.
- Unsociable hours when required.

Job Context

Connect Saint Helena Ltd is the sole supplier of utility services on Saint Helena. Many of the systems are without backup and directly relate to the quality of the product, failure therefore results in consumer dissatisfaction.

This job profile is not an exhaustive list of duties and responsibilities. There may be other ad hoc duties that fall within the remit of the role that the job holder may need to complete. In addition, the job holder will be required to carry out any other reasonable duties as requested which are commensurate with the grading and level of responsibility for the role.