

<b>TITLE: Civil Engineering Technician – Steel and Concrete Structures</b>		<b>CCS-016</b>
<b>REPORTS TO LINE MANAGER:</b> Head, Civil Construction and Site Support Office [CCS]		
<b>DIRECT EMPLOYMENT:</b> Required		<b>GRADE RANGE :</b> G3 –G4
<b>DATE WRITTEN:</b> May 2008	<b>DATE REVISED:</b>	<b>DATE REVISED:</b>

**Purpose:**

- Supports the Head and the Section Leaders of CCS in all activities relating to the design and construction of the ITER buildings and site infrastructure including concrete buildings, steel buildings, roads, drainage, trenches etc.
- Assists the CCS Section Leaders in the preparation of project documentation, progress reporting, and design documentation and the management of various contracts both for design and construction.
- Follows up of construction activities on the site.

**Major Duties/Responsibilities:**

- Supports the Head and the CCS Section Leaders of CCS in all matters related to civil engineering and construction activities for the ITER site;
- Assists CCS Section Leaders in the preparation of project documentation;
- Takes part in requirements definition, changes control and implementation during design and construction;
- Prepares technical meeting agendas and meeting minutes;
- Manages the approval process for technical documentation provided by Agence ITER France using the ITER Document Management System;
- Monitors and reports on the work of the civil engineering on-site contractors;
- Takes part in the follow up and management of site activities in particular the integration and installation of contractors on the ITER works site;
- Identifies and manages risks;
- Maintains a strong commitment to the implementation and perpetuation of ITER safety program, values and ethics.

**Qualifications Required:**

At least 10 years experience in the following areas is required:

- On-site follow up of construction works;
- The design and construction of technically complex civil construction facilities;
- Report writing and presentation skills;

- Management of site activities and interfacing with designers and contractors;
- Management of change requests and non-conformances;

In addition, experience in the following areas would be advantageous:

- Design and/or construction within the nuclear industry;
- Cost estimating with a civil engineering environment;
- Working in a multicultural environment;
- Environmental and safety legislation and requirements relevant to a construction worksite.

#### **Work Direction and Interfaces:**

- Reports to the Head of CCS. Interfaces with all CCS section leaders and other IO technical divisions.
- Interfaces with the construction design team on building requirements and with the construction manager on implementation.
- Implements ITER safety program on the construction site.

#### **Authority/Approval Levels:**

Has authority and approval levels defined by the the Head of CCS for his/her scope of work.

#### **Measures of Effectiveness:**

- Successfully manages interface between technical system leaders and the design team for civil engineering.
- Successfully manages interfaces with the on-site contractors and the Architect Engineer.