

# Job Title: Civil Engineer

Req ID 8644 - Posted 20/09/2019



## EUROPEAN SPACE AGENCY

Vacancy in the Directorate of Internal Services.

ESA is an equal opportunity employer, committed to achieving diversity within the workforce and creating an inclusive working environment. Applications from women are encouraged.

### Post Civil Engineer

This post is classified A2-A4 on the Coordinated Organisations' salary scale.

### Location

ESTEC, Noordwijk, The Netherlands

### Description

Civil Engineer in the Infrastructure Section of the ESTEC Estates and Facilities Management Division, ESA Estates and Facilities Management Department, Directorate of Internal Services.

### Duties

The postholder will report to the Head of the Infrastructure Section and will be the focal point for Civil Engineering activities in the Section. The postholder is required to identify and implement best practices and innovative and creative techniques in the Civil Engineering domain.

Within the framework of the civil infrastructure under the responsibility of the ESA/ESTEC Estates and Facilities Management (EFM) Division, the areas of responsibility of the postholder will mainly consist in:

- the review, management, control and acceptance of all civil engineering activities on the built environment in order to ensure a comfortable and environmentally sound operation,
- the management of multi-disciplinary infrastructure projects.

The postholder will have the following duties:

- Define, schedule, supervise, quality control and accept all the annual preventive and corrective maintenance works and repairs carried out by the maintenance contractor or external third party companies in the civil infrastructure domain;
- Review, coordinate, quality control and accept all activities related to the construction, renovation, or modification of the civil infrastructure installations; these activities are of a various nature: ad-hoc requests for works, refurbishments, projects or investments;
- Monitor and control the compliance with the applicable norms and legislations of all the works carried out on the civil infrastructure by the on-site maintenance contractor or other third party companies;
- Implement and maintain service and quality assurance procedures, including studies on the operational condition, the performance or the upgrade and improvement of the civil infrastructure;
- Prepare civil infrastructure investment programmes in line with the EFM Estates Life Cycle Management approach;
- Prepare work descriptions, technical specifications, or any other technical documents necessary for the management of small to large size projects in the civil infrastructure domain;
- Manage small, medium and large size multi-disciplinary infrastructure projects (civil engineering and building systems engineering disciplines): refurbishments, modifications, new constructions. An important portion of the refurbishment projects consists in the transformation of old office buildings into modern working environment.
- Support the Head of the Section for the coordination, supervision and quality control of the activities carried out by the ESTEC Drawing Office, in charge of the maintenance, upgrade and accuracy of the general purpose

infrastructure 'as-built' information and of the development of detailed technical documentation related to the site infrastructure.

To carry out these tasks, the incumbent is assisted by a civil works supervisor.

### **Technical competencies**

Knowledge & understanding of the Agency's core business  
Knowledge relevant to the field of activities  
Knowledge of applicable norms and legislation  
Experience in managing facility management projects  
Proficiency in the use of Microsoft Office  
Knowledge of innovative technologies applied to building construction

### **Behavioural competencies**

Teamwork  
Communication  
Relationship Management  
Problem Solving  
Customer Focus

### **Additional requirements**

Ability to work effectively to meet deadlines under demanding circumstances in a multicultural environment is important, along with sound analytical skills, the capability to analyse complex problems, to carry out root cause analysis and prepare clear and detailed technical reports for improvement or repair. Candidates should also have a proven talent for negotiation and the ability to work autonomously.

The working languages of the Agency are English and French. A good knowledge of one of these two languages is required. Knowledge of Dutch is an asset.

### **Education**

Applicants should have a master's degree in civil engineering or equivalent qualification, and at least five years of experience in the building construction industry; additional experience in the building systems engineering discipline is an asset.

### **Other information**

For behavioural competencies expected from ESA staff in general, please refer to the ESA Competency Framework.

The working languages of the Agency are English and French. A good knowledge of one of these is required. Knowledge of another Member State language would be an asset.

The Agency may require applicants to undergo selection tests.

### **The closing date for applications is 18 October 2019.**

If you require support with your application due to a disability, please email [contact.human.resources@esa.int](mailto:contact.human.resources@esa.int).

-----  
Please note that applications are only considered from nationals of one of the following States: Austria, Belgium, the Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Luxembourg, the Netherlands, Norway, Poland, Portugal, Romania, Spain, Sweden, Switzerland, the United Kingdom and Canada and Slovenia.

According to the ESA Convention the recruitment of staff must take into account an adequate distribution of posts among nationals of the ESA Member States. When short-listing for an interview, priority will first be given to internal candidates and secondly to external candidates from under-represented Member States. (<http://esamultimedia.esa.int/docs/careers/NationalityTargets.pdf>)

In accordance with the European Space Agency's security procedures and as part of the selection process, successful candidates will be required to undergo basic screening before appointment.

Recruitment will normally be at the first grade in the band (A2); however, if the candidate selected has little or no experience, the position may be filled at A1 level.