



JOB DESCRIPTION

JOB TITLE	HVAC/MECHANICAL PROJECT DESIGN ENGINEER		
REPORTS TO	PROJECTS MANAGER	DOCUMENT NO:	JD016
JOB TYPE	FULL TIME PERMANENT	REVISION:	A0
SUPERVISING	N/A	BASED	ABERDEEN OFFICE BROADFOLD ROAD

JOB PURPOSE SUMMARY

To provide quality engineering support to the Projects Division in executing and delivering projects to clients. To assist with the project management of a range of projects and to deliver the projects within time and budget. To liaise with clients and ensure that their needs are being met throughout the projects whilst controlling engineering changes from a technical and commercial viewpoint. To mentor and assist with the development of graduate engineers, as required.

Key Responsibilities/Accountabilities:

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

- Carry out Heating Ventilation and Air Conditioning (HVAC) surveys
- Prepare quotations in response to client enquiries
- Co-ordinate and plan HVAC projects for onshore and offshore clients from conceptual design through to close out
- Produce detailed design, calculations and drawings
- Participate in regular design and project reviews
- Create specifications and order materials and equipment
- Analyse and evaluate quotations
- Control project costs
- Liaise with the Client and suppliers
- Maintain project files and produce document packs



PERSON SPECIFICATION

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FOR USE WITH JD NO:	JD016	REVISION	A0

Qualifications/Education/Training	
Essential	<ul style="list-style-type: none"> Computer literate in Microsoft Packages Good communication skills in English (written and oral) HNC/HND Mechanical Engineering discipline or appropriate experience
Preferred	<ul style="list-style-type: none"> Valid Offshore Certificates HVAC Engineering Qualifications
Work Experience	
Essential	<ul style="list-style-type: none"> Background in a mechanical/HVAC environment Experience of carrying out relevant calculations
Preferred	<ul style="list-style-type: none"> Oil and Gas experience
Interpersonal Skills	
Essential	<ul style="list-style-type: none"> Team Player / Friendly / Outgoing Positive Outlook Attention to detail with a high level accuracy Ability to work under pressure Flexible and well organised Self motivated with the ability to use own initiative Articulate