



JOB DESCRIPTION

JOB TITLE	HVAC/MECHANICAL PROJECT ENGINEER		
REPORTS TO	PROJECTS MANAGER	DOCUMENT NO:	JD012
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.

- To assume responsibility, upon handover from design completion, for execution of projects
- Ensure high standards are maintained in terms of client liaison, both verbal and by e-mail
- To maintain productive relationships with clients, both internal and external
- To monitor project budgets on a regular basis and bring any potential overspend to the attention of the Project Manager as soon as known
- To coordinate procurement of materials and equipment and ensure delivery to client
- To operate within company project document control requirements
- To assemble project documentation throughout project in conjunction with document controller
- Where required to travel to installation site and review / rectify any issues arising between client and company
- To participate in design reviews where required and ensure that CTR / Variation requests are submitted to clients for approval before implementing change proposals
- Assist Finance department with their project cost information requirements
- Assist with producing quotations for prospective work



PERSON SPECIFICATION

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FOR USE WITH JD NO:	JD012	REVISION	A0

Qualifications/Education/Training	
Essential	<ul style="list-style-type: none"> Computer literate in Microsoft packages Good communication skills in English (oral and written) HNC/HND Mechanical Engineering Discipline or appropriate experience
Preferred	<ul style="list-style-type: none"> Experience with Draughting Packages (AutoCad/Solidworks) Graduate in Mechanical Engineering Discipline Proficient in Microsoft Project
Work Experience	
Essential	<ul style="list-style-type: none"> Proven experience of managing projects Previous experience in a similar environment
Preferred	<ul style="list-style-type: none"> Knowledge of HVACR Discipline and systems Experience of carrying out relevant calculations
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