

## JOB DESCRIPTION

**Job Title:** Electrical Associate  
**Directly reports to:** Director  
**No of Direct Reports:** 0  
**Location:** Belfast

### Position Summary:

Proficient and self-motivated engineer, with excellent communication and good time management skills, and a track record for consistent project delivery - with strong technical knowledge and competence discipline to ensure excellent service to clients within the boundaries of our professional and commercial capabilities. Works well with minimal supervision.

### Responsibilities and authority:

- Liaise with and provide project focal point for clients and lead and/or support consultants to ensure that client interests are most effectively fulfilled
- Maximise staff effectiveness and improve efficiency by enhancing client relationships, improving internal systems and developing staff skills
- Interlink and work effectively with all others affecting or affected by your work
- Adopt a responsible attitude to project manage and actively undertake training and development of subordinate staff
- Effectively distribute project workload and liaise with technical and other support staff to ensure acceptable product delivery
- Ensure application and maintenance of all Quality System procedures
- Ensure documentation issued from Wallace Whittle in respect of a project has been processed in accordance with all relevant procedures
- Manage multiple projects including organisation of trainee staff and project delivery to time and cost requirements
- Carry out all personal management duties including weekly recording of man-hour commitments to individual projects and reporting on a monthly basis particular project fee input information
- Comply with all security procedures and commercial in-confidence restrictions associated with work duties
- Contribute to the maintenance of the highest possible standards of design by maintaining a good working knowledge of proved building services systems and new developments in the Building Services Industry
- Carry out the responsibilities of an Associate including: Preparation and/or development of client brief; development of project cost plans; assist where necessary in the estimation of project in-house resource requirement; assist in the development of project pre and post tender programmes; carry out surveys of existing facilities and prepare survey reports; prepare design calculations in accordance with all relevant standards and legislation adopting all necessary standard formats and procedures; prepare sketch design drawings in sufficient detail to enable draughtspersons to produce satisfactory detail drawings as required for tender, construction or other purposes; prepare particular project specifications and schedules adapting standard specification information where possible; prepare bills of quantities in accordance with current Standard Method of Measurement documents; assist client in the selection of appropriate methods of contracting works; technically vet tenders and provide advice to client on acceptance; carry out site supervision duties as necessary to ensure works are installed in accordance with contract documentation and good engineering practice; assist in the financial valuations; prepare feasibility studies and any specialist studies as required by the project brief; justify systems selection by means of investment appraisal techniques; if required by project brief; prepare presentation material and carry out presentations to client
- Undertake all other duties as may be required to assist in the fulfilment of the primary objectives of the Directors
- To manage the workload of junior staff resource ensuring all deadlines and project requirements are met
- To contribute to ensuring operations are conducted in accordance with the relevant ISO and national legislation

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- To ensure contract compliance with the IMS, by supporting the administration of the Internal Audit programme, corrective action and customer feedback registers

### **Education and Experience:**

- BEng (Hons) degree in Building Services Engineering/Electrical Engineering
- Chartered Engineer or work towards Chartered status in the near future
- Relevant industry experience appropriate to Associate level
- Competent in use of Autocad, design software and knowledge of Revit

### **Specific skills, knowledge, competencies and training:**

#### **Essential:**

- Customer care
- Technically competent
- Project management
- Excellent communication skills within a team environment
- Good numeracy, literacy and computing skills
- Ability to manage your own time and prioritise at busy times
- Ability to produce neat and accurate technical drawings
- Ability to think in a methodical way to design, plan and organise projects
- Ability to present and explain the thought process behind your own design work
- Competent in the use of Autocad Software and knowledge of Revit Software
- Competent in the use of Word and Excel
- Ambitious self-motivated individual with good team ethic, looking to excel and aspire
- AMTECH / HEVACOMP/Mepworx proficient
- DIALUX / RELUX proficient
- Online collaboration tool knowledge
- Works well with minimal supervision

#### **Desirable:**

- Understanding of mechanical building services, energy and thermal modelling