

JOB DESCRIPTION

Job Title: Senior Mechanical Engineer
Directly reports to: Associate / Associate Director
No of Direct Reports: 0
Location: Warrington

Position Summary:

Proficient and self-motivated engineer, with good time management skills and a track record for consistent project delivery - with strong technical knowledge and competence discipline. Works well with minimal supervision.

Responsibilities and authority:

- Undertake mechanical design and consultancy work including systems design, production, specifications and schedules; provide reports and advice to clients. Liaise with other design team members internal and external, represent the business at meetings.
- Liaise with and provide focal point for clients and lead and/or support consultants to ensure that client interests are more effectively fulfilled.
- Collaborate and work effectively with all others affecting or affected by your work.
- Adopt a responsible attitude to project management and actively undertake training of subordinate staff.
- Regularly review personal and subordinates forward programme workload. Develop and frequently review priority lists of programmed tasks.
- Check adequacy and accuracy of information and documentation produced by others.
- Ensure application and maintenance of all Quality System procedures.
- Carry out all personal management duties including weekly recording of man-hour commitments to individual projects.
- Manage projects including organisation of trainee staff and project delivery to time and cost requirements.
- 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 proven building services systems and new developments in Building Services Industry.
- Undertake project risk assessments to ensure safe installation and operation and in compliance with CDM legislation.
- Carry out the responsibilities of a Senior Design Engineer including: Preparation and/or development of client brief; development of project cost plans; assist where necessary in the estimation of project in-house resource requirements; 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 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 clients in the selection of appropriate methods of contracting works; technically vet tenders and provide advice to clients 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 control of contracts including the preparation of interim and final project valuations; prepare feasibility studies and any

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specialist studies as required by the project brief; justify systems selection by means of investment appraisal techniques; if required by the 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 contribute to ensuring operations are conducted in accordance with the relevant ISO and national legislation.
- 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:

- Preferably BEng (Hons) Degree in Building Services Engineering / Mechanical Engineering.
- Chartered or working towards chartership with IMECHE/CIBSE.
- Minimum engineering HNC/HND or equivalent qualification.
- Competent in AutoCad and knowledge of Revit

Specific skills, knowledge, competencies and training:

- Technically competent engineer with excellent communication and time management skills. Good team ethic approach.