

JOB DESCRIPTION

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

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 and reporting on a monthly basis particular project fee input information.
- 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.
- 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.

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 and the ability to financially control and project manage.