

## JOB DESCRIPTION

---

**Job Title:** Senior Mechanical Engineer  
**Directly reports to:** Director  
**No of Direct Reports:** 0  
**Location:** Leeds

### Position Summary:

To support the management team in producing robust design solutions, a proficient and self-motivated senior engineer, with good time management skills and a track record for consistent project delivery - with strong technical knowledge and competence within the discipline. Works well with minimal supervision.

### Responsibilities and authority:

- Undertake mechanical design and consultancy work including systems design and calculations, production of drawings, specifications, schedules & reports; and provide sound technical advice to clients.
- Liaise with other design team members internal and external and 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.
- 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.

## **JOB DESCRIPTION**

---

### **Education and Experience:**

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

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

#### **Essential:**

- Competent in mechanical design software such as IES
- Competent in AutoCAD and working knowledge of Revit
- Collaborate and communicate effectively with internal and external design team members
- Undertake non-intrusive surveys of existing installations
- Undertake main plant area spatial allowance exercises
- Ensure industry knowledge is kept up to date with new legislation, standards and regulations, product development and new technology
- Attend and contribute to design team and project meetings
- Technically competent engineer with excellent communication and time management skills.
- Customer care
- Project management
- Good numeracy, literacy and computing skills
- Ability to manage your own time and prioritise at busy times
- Good team ethic approach

#### **Desirable:**

- Chartered or studying towards Chartership and maintain CPD requirements
- Quality checking/review of trainee staff work and equivalent grade engineers
- Liaise with lead and/or support engineers to ensure that discipline designs are completed to expected quality and programme