

## JOB DESCRIPTION

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**Job Title:** Trainee Electrical Engineer  
**Directly reports to:** Senior Engineer / Director  
**No of Direct Reports:** 0  
**Location:** Warrington

### **Position Summary:**

To take guidance from and assist Engineers and Senior Engineers in the Electrical Team by carrying out design related duties as directed.

### **Responsibilities and authority:**

- Assisting a team of engineers and technicians with the production of engineering drawings
- Assist in production of 3D or 2D drawings using computer software
- Assist in preparation of simple engineering calculations
- Initial checking of own work
- Contributing to providing solutions to design problems
- Meeting agreed deadlines
- Attending meetings and/or site visits/surveys with Senior Engineer/Director
- Attending and participating in company activities, presentations and workshops
- Keeping your training log up to date and attending training/Continuous Professional Development where appropriate
- Supporting the administration of projects
- Ensuring application and maintenance of all Quality System procedures

### **Education and Experience:**

- Minimum of 5 passes at National 5/Standard Grade Credit Level/Intermediate 2 (Grade A-C) including English, Maths and a science subject.
- Preferred Minimum of 3 Highers including English, Maths and a science subject (preferably Physics or Technological Studies)
- Alternatively completed a recognised Electrical apprenticeship within the construction industry.

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

#### ***Essential:***

- All relevant training will be provided
- The desire to work in an engineering office environment
- Good numeracy, literacy and computing skills
- Ability to manage your own time and prioritise at busy times
- Awareness of the Building Services Engineering environment
- Ability to think in a methodical way
- Good communication skills within a team and externally

#### ***Desirable:***

- Willingness to achieve professional qualification.
- An interest in using computers for design work, calculations, and testing designs
- A temperament that means you work well with other people
- Previous consulting engineer experience
- Knowledge and experience of Autocad or Revit software
- Knowledge of energy and thermal modelling software such as IES