

JOB DESCRIPTION

Job Title: Mechanical Director
Directly reports to: Location Director
Location: Edinburgh

Position Summary:

To provide an excellent service to Clients within the boundaries of our professional and commercial capabilities.

Responsibilities and authority:

- Lead the mechanical engineering team effectively including management and mentoring of resource and reporting on same
- Form an effective part of the office management team including contributing to forecasting, measuring of works in progress, reviewing aged debt, & driving office initiatives as well as managing the mechanical team.
- Maximise staff effectiveness and improve efficiency by enhancing client relationships, improving internal systems and developing staff skills
- 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 projects including organisation of trainee staff and project delivery to time and cost requirements
- To develop new business for Wallace Whittle by building relationships with existing and new clients
- 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 a Design Engineer, directly and by delegation and management, 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 business
- To manage the workload of trainee staff resource ensuring all deadlines and project requirements are met by liaising with Project Managers
- To manage the electrical/mechanical staff resource, maximising the potential and developing the staff as required

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- To contribute to ensuring operations are conducted in accordance with the relevant ISO and national legislation
- To ensure contract compliance with the Integrated Management System, by supporting the administration of the Internal Audit programme, corrective action and customer feedback registers

Education and Experience:

Preferably Chartered Engineer or equivalent industry experience.

Specific skills, knowledge, competencies and training:

- Customer care
- Project management
- Good communication skills