

JOB DESCRIPTION

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

Position Summary:

To lead and manage the mechanical engineers in the Edinburgh office of Wallace Whittle on a day-to-day basis, providing a quality service to our clients and expand the boundaries of our professional and commercial capabilities.

Assist in the development and growth of the business, leading the mechanical discipline. To assist in effectively expand the client base and industry sector coverage, leading to increased capability, sales, and profitability, in addition to achieve increased levels of repeat business.

Responsibilities and authority:

- Undertake mechanical design and consultancy work including systems design, production, specifications, and schedules; provide reports and advice to clients.
- Lead MEP teams on projects
- Liaise with other design team members internal and external, represent the business at meetings.
- Liaise with and provide a focal point for clients and lead and/or support consultants to ensure that client interests are 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 team's 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.
- Perform all personal management duties including weekly recording of person-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)/Meng Degree in Building Services Engineering / Mechanical Engineering.
- Chartered or working towards chartership with IMECHE/CIBSE.
- Minimum engineering HNC/HND or equivalent qualification.

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- Competent in AutoCAD and knowledge of Revit.