JOB DESCRIPTION

wallace whittle
environmental building services

Job Title: Principal Electrical Engineer
Directly reports to: Director
Location: Warrington

Position Summary:

Technically competent engineer, with excellent communication and time management skills and a track record for consistent project delivery, with strong technical knowledge. Good team ethic approach and the ability to financially control and project manage.

Responsibilities and authority:

- Liaise with and provide project focal point for clients and lead and/or support consultants to ensure that client interests are most effectively fulfilled
- Interlink and work effectively with all others affecting or affected by your work
- Adopt a responsible attitude to project manage and actively undertake training and development of subordinate staff
- 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
- 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
- Preparation and/or development of client brief
- Development of project cost plans
- Assist where necessary in the estimation of project in-house resource requirements
- 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 drawings in sufficient detail to enable draughtspersons to produce detail drawings as required for tender, construction or other purposes
- Prepare particular project specifications and schedules adapting standard specification information where possible
- Assist clients in the selection of appropriate methods of contracting works
- Technically vet tenders and provide advice to clients 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 control of contracts including the preparation of interim and final project 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 the project brief, prepare presentation material and carry out presentations to client
- Liaise with other design team members, internal and external, and represent the business at meetings
- Collaborate and work effectively with all others affecting or affected by your work
- 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

- Manage projects including organisation of subordinate staff and project delivery to time and cost requirements
- Undertake project risk assessments to ensure safe installation and operation and comply 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

Education and Experience:

- Preferably BEng (Hons) Degree in Building Services Engineering / Electrical Engineering
- Chartered or working towards chartership with IET/CIBSE
- Relevant industry experience appropriate to Principal Engineer level
- Competent in AutoCad, Electrical design software and knowledge of Revit

Essential skills, knowledge, competencies and training:

Essential:

- Technically Competent
- Project management
- Good numeracy, literacy and computing skills
- Ability to manage your own time and prioritise at busy times
- Ability to produce neat and accurate technical drawings
- Ability to think in a methodical way to design, plan and organise projects
- Excellent communication skills within a team environment
- Ability to present and explain the thought process behind your own design work
- Competent in the use of Word and Excel
- Ambitious self-motivated individual with good team ethic, looking to excel and aspire
- AMTECH / HEVACOMP/Mepworx proficient
- DIALUX / RELUX proficient
- Online collaboration tool knowledge
- Works well with minimal supervision

Desirable:

- Healthcare design experience
- Understanding of mechanical building services, energy and thermal modelling