

JOB DESCRIPTION

JOB TITLE :	PROJECT ENGINEER
Location :	PRIMARILY TUNBRIDGE WELLS OFFICE BASED WITH SITE ATTENDANCE AS NECESSARY
Department :	PROJECT TEAM *
Responsible to :	PROJECT TEAM MANAGER * * (see Organisation Chart)
Primary Objective :	To achieve the most profitable control project delivery within budget and program and to full client satisfaction

General Duties and Description :-

Introduction

- The duties of a Project Engineer are carried out within a post-order Project Team, the combined role of which is also to deliver control system projects to our client's full satisfaction, within budget and on time, and at maximum profit.
- A Project Engineer is encouraged, if they wish, to be multi disciplined and to be capable of undertaking all aspects of delivering a control system project. Thereby the Project Team Manager may ask them to undertake a complete small control system project, as well as to work with others on more sizeable projects.
- A Project Engineer may be capable of all three of the following discipline areas. But alternatively, a Project Engineer who is expert in fewer disciplines may be included within a Project Team as a specialist in one or two areas only.
- Items sub-titled "**General**" below will apply to all Project Engineers.

Contracting and Project Management

- Liaise with Project Team Manager (and Contracts Manager where necessary) to fully understand all contractual implications of any control system project given to you, and thereafter to take full ongoing contractual responsibility.
- Assess the technical information requirements for the project and plan all steps of the contract works to include, RFIs, Tech Subs, Progress Reports, Commissioning Reports and the like.
- Negotiate (re-negotiate if required), all sub-contract orders and special purchases for maximum profitability. Then supervise, instruct and co-ordinate with the Buying Department the proper execution of all such sub-contract works and special equipment purchases.
- Properly conduct all commercial aspects of the contract. To include programming and progress, meeting valuation dates and keeping financially aware at all times - up to and including final account agreement and the release of retentions.

Design and Technical

- Fully understand the design requirements of each control system project, seek information if required, and then implement the control system design. To include for example : Control Panel Drawings, Control Valve Selection Schedules, Des of Ops, DDC Strategy and/or Graphics Details.
- Fully understand the company's technical standards for all aspects of control system design and implement accordingly.
- Ensure proper up-to-date and detailed technical records are kept and produce Project O&M Manuals.

Commissioning

- Carry out system commissioning to include field wiring checks and motor rotations, control panel adjustments such as fuse rating checks and overload settings, and carry out full control circuit functional tests and controller performance (including confirmation of correct DDC).
- Attend as necessary any co-ordination meetings to ensure commissioning will take place to program.
- Record and report/instruct as necessary any outstanding work that may delay the commissioning.

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- Record and advise, as may be required, of any extra work or abortive time without carrying out any extra work until proper customer instruction is obtained.

General

- Liaise closely and at all times with all other members of your Project Team.
- Keep records and good stock control of materials and company equipment used, and at all times endeavour to keep such items safe.
- Have the required level of computer literacy skills.
- Display all the necessary knowledge in those technical areas as required to carry out the "Primary Objective".
- Undergo training as required by the company and to demonstrate the necessary ability to learn.
- Operate and keep up to date all systems of filing and recording as required by company procedures and as necessary to efficiently carry out the "Primary Objective".
- Have clear and efficient communication skills, both written/drawn and spoken, with all clients, supplier and work colleagues with whom you have contact.
- Efficiently manage your time to achieve maximum results and avoid delays.
- Understand and operate within the company authority structure, willing receive fair and reasonable instructions, make and keep commitments but do not undertake the unachievable, and where appropriate to properly delegate tasks to the correct support staff.
- Adhere to all requirements of the Company Handbook.
- Report to your immediate superior if you can ever accept additional workload.
- Report to you immediate superior, without delay, any reason for non-achievement of this Job Description.