

## JOB DESCRIPTION

<b>JOB TITLE :</b>	<b>CONTROL ENGINEER</b>
<b>Location :</b>	<b>PRIMARILY TUNBRIDGE WELLS OFFICE BASED WITH SITE ATTENDANCE AS NECESSARY</b>
<b>Department :</b>	<b>PROJECT TEAM *</b>
<b>Responsible to :</b>	<b>PROJECT TEAM MANAGER * * (see Organisation Chart)</b>
<b>Primary Objective :</b>	<b>To generally assist in control project delivery on program and to client satisfaction</b>

### General Duties and Description :-

#### Introduction

- The duties of a Control Engineer are carried out within a post-order Project Team where a Project Engineer or Project Team Manager will have ultimate responsibility for the delivery of each project.
- Project Management and Contracting will not normally be duties undertaken by a Control Engineer.

#### A Control Engineer will :-

- Refer any contractual or commercial matters to the Project Engineer or Project Team Manager for their consideration and involvement.
- Assist with the design requirements of each control system project, seek information and implement the control system design as required. To include for example : Control Panel Drawings, Control Valve Selection Schedules, Des of Ops, DDC Strategy and/or Graphics Details.
- Produce as required. RFIs, Tech Subs, Progress Reports, Commissioning Reports and the like.
- 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.
- Carry out system commissioning to include field wiring checks and motor rotations, control panel adjustments such as fuse/MCB 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 project progress such as commissioning will take place to program.
- Record and report as necessary any outstanding work that may delay any element of project progress.
- Only proceed with any extra work after proper customer instruction has been obtained. If in doubt confirm this with the Project Engineer or Project Team Manager.
- 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.