



WHITECODE
CONSULTING

Post Title:	Intermediate Building Services Engineer
Place of Work:	Northfleet, may use flexible working
Hours of work:	Full time 37.5 hours per week
Salary:	Depending upon experience and qualifications
Accountable to:	Associate/Senior Engineer

Main Purpose of role:

Using sound knowledge of mechanical/electrical building services provide support and line management to the mechanical/electrical team to progress multiple projects on all drawing production including schematics and engineering calculations within agreed timescales.

Principal tasks and responsibilities:

Business Operation and Development

- To have future business development in mind at all times, maintain good relationship with all Industry contacts and promoting the business where opportunities arise
- To actively assist management to maintain an effective business by raising potential threats and suggesting remedies to overcome

Design

- Produce schematics, elevations, details in AutoCAD/Revit which meet engineering directives, UK engineering standards, CDM regulations and Whitecode drawing and quality procedures whilst understanding the system being designed
- Check own work for accuracy and quality
- Produce and check engineering calculations as required whilst understanding the engineering principles behind the calculations
- Support the team with primary project checking/reviews; resolving issues in order to maintain timeframes and quality compliance
- Co-ordinate drawings/CAD/Revit with other disciplines, having an understanding of other engineering principles
- Organise issue of drafted information, file documents including PDF/DWGs
- Maintain a working knowledge of appropriate engineering and industry standards
- Assist with AutoCad/Revit work when required
- While supporting the team leader demonstrate initiative in the management and progress of design projects adhering to deadlines
- Lead projects and manage a small team

Communication

- Ability to apply initiative to seek additional information from relevant sources to solve engineering problems
- To be familiar and keep up to date with British Standards, industry guides and approved documents etc.

- To assist with other AutoCAD/Revit work when workload requires
- Ability to liaise concisely and professionally with external members of the design team and Client on Technical subjects by phone and email
- Maintain regular progress conversations with Team Leader
- Respond accurately, concisely and correctly to Design Team and Contractor queries including RFIs, Tech Subs etc in line with WCL approved products
- Attend and contribute confidently at client meetings and workshops
- To work towards professional accreditation in a proactive manner and discuss any assistance required with Team Leader and / or senior management

Management

- Liaise concisely and professionally with external members of the design team and Clients on Technical subjects whether at client meetings, workshops, project review meetings
- To work with the Team leader to provide line management and support to the mechanical/electrical team
- To provide technical support to the team and provide accurate and timely project updates

General

- Complete timesheets daily and accurately
- Portray a professional image to colleagues, senior employees and Clients in person and in all communications
- Be punctual and dress in a business-like manner
- To maintain a generally proactive approach to all aspects of the role
- Constantly maintain an upmost level of confidentiality and discretion with all information pertaining to the business
- To ensure the Health and Safety of self, customers and colleagues, taking all reasonable steps to ensure safety in the workplace
- To adhere to all Company policies and procedures
- To determine learning, training and development targets with team leader and undertake training and development to meet individual goals
- To undertake any tasks as reasonably requested by Line Manager or Senior Management Team outside of normal job requirements, when needed
- To participate as an effective and willing team member in order to achieve individual and team goals
- To proactively progress learning of job specific topics to develop a full technical knowledge base

The job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading or salary of the post.

Person Specification

CRITERIA	Essential/Desirable
QUALIFICATIONS	
Degree or equivalent in Engineering	E
LCIBSE, IEng or Eng Tech	E
ACIBSE	D
EXPERIENCE	
At least 3+ years practical design experience in residential building services mechanical/electrical engineering post graduation	E
Willingness to work with and help develop our trainees	D
KNOWLEDGE	
High level working knowledge of CAD/Revit	E
Working knowledge of UK mechanical/electrical design standards	E
Effective use of Microsoft Office	E
PROFICIENCY	
Strong Time Management and Organisational Skills	E
Ability to Multi-task with excellent attention to detail	E
Strong interpersonal skills with the ability to communicate effectively at all levels	E
Excellent Working Knowledge of Word, Excel and Outlook	E
ATTRIBUTES	
High level of professionalism at all times	E
Effective time management	E
Flexible and resilient 'can do' attitude	E
Team focussed	E
Strong interpersonal skills	E
Willingness and ability to travel to Client sites	E
Full UK driving licence	D
Access to vehicle for business travel	D

Job Description agreed by:

Name.....

Date.....