



WHITECODE
CONSULTING

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

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.
- Ensure that all projects remain in budget, monitor whether additional fees are appropriate and control team workload to meet the schedules.
- To actively assist management to maintain an effective business by raising potential threats and suggesting remedies to overcome.
- Look for potential options for new business and additional fees and clear with line manager for approval.

Design

- To actively review, in conjunction with the process owners, the design process
- Produce schematics, elevations, details in AutoCAD/Revit which meet engineering directives, UK engineering standards, CDM regulations and Whitecode drawing and quality procedures
- Produce and check engineering calculations as required
- Support the team with 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
- Maintain a working knowledge of appropriate engineering and industry standards
- Liaise concisely and professionally with external members of the design team and Clients on Technical subjects whether at client meetings, workshops, project review meetings
- Respond accurately, concisely and correctly to Design Team and Contractor queries including RFIs, Tech Subs etc in line with WCL approved products

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

- To work with the Team leader to provide line management and support to the mechanical/electrical team
- To monitor the team and individual performance flagging issues to directors or HR

General

- Complete timesheets daily and accurately
- To maintain a high standard of probity in professional, personal and financial matters
- Maintaining good relations with colleagues and external partners
- To work flexibly and efficiently to maintain the highest professional standards
- To ensure you maintain your continued professional development
- To ensure you effectively manage the Health and Safety of yourself, your team and clients
- Ensure that the highest level of commercial confidentiality is maintained
- To act in accordance with Whitecode Group policies and procedures
- To undertake any other duties as may reasonably be required

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 (mechanical/electrical)	E
ACIBSE	E
MCIBSE	D
EXPERIENCE	
At least 5 years practical design experience in Building services mechanical/electrical engineering	E
Line management experience of a small team	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 focused	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.....