



WHITECODE CONSULTING

Post Title:	Trainee Building Services Engineer
Place of Work:	Northfleet but role may require visits to external client locations
Hours of work:	Full time 37.5 hours per week
Salary:	Depending upon experience and qualification progress
Accountable to:	Team Leader / Senior Engineer / Associate / Director

Main Purpose of role:

Working closely with Team Leaders to progress project design on multiple projects, producing schematics and engineering calculations within agreed timescales. Working towards sound knowledge of the Building Services Industry and supporting the team with development of technical knowledge and assisting with AutoCAD/Revit design.

You will be required to attend college/university one day a week to complete a Building Services Degree.

Principal tasks and responsibilities:

Design

- Produce schematics, elevations, details etc in AutoCAD/Revit in accordance with Team Leaders instructions and CAD/Revit standards
- To show initiative to assist the Team Leader with management of the design and progress on the Team's projects adhering to deadlines and seeking additional information to solve engineering challenges
- To complete all calculations and understand the engineering principles behind the calculations
- To have an understanding of the system being designed and the project as a whole
- Responsible for the primary checking of own work ensuring that it is in line with latest procedures, checklists and master drawings/CAD/Revit standards
- Coordinate designs with other disciplines
- Organise issue of produced information and file relevant PDF/DWGs of drawings / documents produced
- Follow WCL drawing issue and quality control procedure, including putting information through the QC process and the use of master drawings and checklists
- To be familiar and keep up to date with British Standards, industry guides and approved documents etc.
- To work towards gaining an understanding of the fundamentals of other disciplines
- To assist with other AutoCAD/Revit work when workload requires

Communication

- Maintain regular progress conversations with Team Leader

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	
A level standards in compliance with the Southbank University requirement	E
CIBSE Student Membership	E
EXPERIENCE	
Some Engineering project experience	D
Working under pressure	E
Prioritising workload for self	D
Producing work with high level of attention to detail	E
PROFICIENCY	
Working knowledge of Microsoft Office	D
Using planning and organisational skills	E
Knowledge and understanding of Building Services	D
ATTRIBUTES	
High level of professionalism at all times	E
Effective time management and punctuality	E
Flexible and resilient 'can do' attitude	E
Team focused	E
Strong interpersonal skills	E
Ability and willingness to study through day release	E

Name.....Signed.....Date.....