

Project Engineer

Role Title: Project Engineer

Reporting To: Project Manager

Role Purpose:

Management and administration of project mechanical or electrical works within programme deadlines and to a quality satisfactory with the client, returning an acceptable profit margin

Key Tasks

- Project planning and monitoring
 - Assist in development of programme
 - Produce regular progress reports and attend progress meetings to monitor and review the progress of works
 - Co-ordinate work / drawings
 - Clarification of information
- Financial control
 - Maintain accurate cost records
 - Value and agree extras in conjunction with QS
 - Assist in monthly financial reports
 - Produce applications for payment with QS
 - Knowledge of sub-contract costs
- Sub-contract management
 - Ensure information flow is timely
 - Monitor progress and quality
 - Knowledge of past performance and pre-contract
- ✚ Procurement
 - Input to selection of sub-contractors and suppliers
 - Agree costs and raise purchase order with buyers
 - Ensure product is fully compliant
 - Issue enquiries for quotations
 - Monitor delivery periods and manufacture



Project Engineer

Continued...

- Customer focus ensuring satisfactory quality standards
 - Attend regular client meetings
 - Inspect the works
 - Ensure completion of defects
 - Ensure good relationships

Technical Expertise

- Successful management of projects from inception to handover
- Experience working on projects of at least £0.5 m value
- HNC qualification in building services engineering
- Experience of working in team

