



Job Description

Local Job Title: Graduate Engineer
Reports to: Project Manager
Location: Newry

SUMMARY

The Graduate Engineer role will combine responsibilities and duties for delivery of projects while gaining experience and undertaking training over a development period (approximately 1 year) to progress to a Project Engineer role on successful completion of the development period.

MAIN DUTIES AND RESPONSIBILITIES

Support to the Projects teams to secure new business and deliver projects, comprising of activities below:

1. Work to the Company's health and safety, quality and environmental management systems and complying with all guidances, procedures & processes
2. Reviewing all applicable contract documents and briefs, POs, project plans, specifications, and providing comments when applicable;
3. Coordinating with other departments and Project Engineers/Managers to meet scheduled task deadlines, purchasing, fabrication, construction, inspection, start-up, etc., and prioritizing staff workload to meet goals; assigning warranty items to engineering staff;
4. Scheduling and conducting project review and proposals review meeting, focusing on terms and conditions of contract, scope of supply, cost, construction, and project scheduling;
5. Advising Project Manager of project status while adhering to all appropriate policies and established safety procedures.
6. Report any variations to Project Engineers / Manager, including costs and problems which may change the forecast delivery, profitability, warranty etc of such contracts;
7. Communicating promptly with customers, suppliers and other stakeholders on project schedule and any issues relating to the project;
8. Other varied duties may be assigned as required reflecting the small team flexibility at the location

OTHER DUTIES AND RESPONSIBILITIES

Support to the Projects teams to secure new business and deliver projects, comprising of activities below:

1. Comply with all company procedures and authorisations when committing the company to agreements
2. Represent the Company in a professional manner at all times
3. Set up schedules for the timely submission and completion of all drawings, technical data, manufacturing and installation schedules, as agreed with the customer.
4. Oversee the progress on the project by holding regular meetings or discussions with the supply chain, sub contract team and client representatives.

5. Maintain contact with the customer, advising of progress, responding to correspondence and any queries relating to that contract.
6. Prepare progress reports and update construction programme prior to client progress meetings.
7. Attend contractual meetings with the customer as necessary, both in the UK and Ireland if required
8. Maintain an effective system of contract management.
9. Monitor any variation to the contract supply, terms and conditions, and ensure that all variations are notified to project manager in a timely manner.
10. Monitor the warranty period and minimize the amount of warranty claims.
11. Report any recurring warranty problems and where necessary produce reports for submission to the Technical department.

TRAINING, EXPERIENCE & DEVELOPMENT RESPONSIBILITIES

Schedule the development requirements with the Project Manager to gain the knowledge and understanding required for the Project Engineer role by suitable training and experience.

Schedule 3 monthly reviews to demonstrate progress with required personal development.

LEADERSHIP/SUPERVISORY RESPONSIBILITIES

Support to the Projects teams to secure new business and deliver projects, comprising of activities below:

1. Exhibit desired behaviour to promote own and others' health and safety performance
2. Supervising the supply chain and sub contract teams on site
3. Assisting the Project Manager in developing a Construction Phase Plan
4. Site Mobilisation
5. Site Induction for all visitors
6. Reviewing RAMS
7. Controlling delivery of materials to site
8. Knowledge of construction
9. Knowledge of Designing for Safety and Construction Site Safety
10. Knowledge of CDM Regulations
11. Ensure Sub Contract Teams adhere to site rules and Regulations

EDUCATION, TRAINING AND EXPERIENCE

Engineering Degree 2.1 or above

Work experience or placement in a manufacturing, engineering or project management environment

Health & safety knowledge through training

COMMUNICATION SKILLS

Ability to read, analyse, and interpret complex industry related documents.

Ability to respond effectively to technical and commercial issues.

Ability to prepare and communicate status reports.

Ability to present work reports and proposals to an experience audience



INDEPENDENT JUDGMENT, DECISION MAKING & PROBLEM SOLVING:

Ability to make decisions requiring the use of a variety of variables in standard situations.

OTHER SKILLS AND ABILITIES

- **Computer Skills:** Higher proficiency in Teams, Word, Excel, Project, other MS Office programs Ability to rapidly use the Company's IT systems (eg network + email) and ERP systems.
- **Mathematical Skills:** Higher ability to apply advanced mathematical equations to a variety of complex, non-standard situations.
- **Travel:** Travel in the UK and Ireland will be required to fulfil the role.
- **Overnight:** You may be required to stay away from home on occasions, which we be planned in advance.
- **Other:**
 - Ability to read and understand specification, fabrication, erection, and standard engineering drawings and do so over several subjects over same time periods
 - Rapid build of knowledge of clean and wastewater treatment processes, infrastructure and equipment
 - Adapt to work within a small multi-disciplined team.
 - CAD experience.
 - Develop key skills, knowledge and understanding of Commercial Terms & Conditions and Contract law.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and responsibilities at:

Jacopa office, workshop and yard premises
Supply chain premises
Operational and construction sites within the water industry

Date Prepared August 2020

Approved by Line Manager Date

Signed by Employee Date