



## Job Description

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

### SUMMARY

Responsible for ensuring the site works will be delivered on time and within budget. Will serve as a site engineer liaising and managing our supply chain and sub contract team. Completes assigned activities under general direction of the Project Manager

### ESSENTIAL GENERIC DUTIES AND RESPONSIBILITIES include the following:

1. Reviewing all applicable contract documents and briefs, POs, project plans, specifications, and providing comments when applicable;
2. 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;
3. Scheduling and conducting project review and proposals review meeting, focusing on terms and conditions of contract, scope of supply, cost, construction, and project scheduling;
4. Advising Project Manager of project status while adhering to all appropriate policies and established safety procedures.
5. Report any variations to Project Manager, including costs and problems which may change the forecast delivery, profitability, warranty etc of such contracts;
6. Communicating promptly with customer on project schedule and any issues relating to that contract;
7. Performs all work in accordance with established health and safety, quality and environmental procedures as well as all company procedures including authorisations
8. Other varied duties may be assigned as required reflecting the small team flexibility at the location

### LOCAL DUTIES AND RESPONSIBILITIES include the following:

1. Comply with all company procedures and authorisations when committing the company to agreements
2. Set up schedules for the timely submission and completion of all drawings, technical data, manufacturing and installation schedules, as agreed with the customer.
3. Oversee the progress on the project by holding regular meetings or discussions with the supply chain, sub contract team and client representatives.
4. Maintain contact with the customer, advising of progress, responding to correspondence and any queries relating to that contract.
5. Prepare progress reports and update construction programme prior to client progress meetings.
6. Attend contractual meetings with the customer as necessary, both in the UK and Ireland if required
7. Maintain an effective system of contract management.

8. Monitor any variation to the contract supply, terms and conditions, and ensure that all variations are notified to project manager in a timely manner.
9. Monitor the warranty period and minimize the amount of warranty claims.
10. Report any recurring warranty problems and where necessary produce reports for submission to the Technical department.

#### **LEADERSHIP/SUPERVISORY RESPONSIBILITIES**

Supervising the supply chain and sub contract teams on site  
Assisting the Project Manager in developing a Construction Phase Plan  
Site Mobilisation  
Site Induction for all visitors  
Reviewing RAMS  
Controlling delivery of materials to site  
Knowledge of the Construction Site & Safety  
Knowledge of CDM Regulations  
Ensure Sub Contract Teams adhere to site rules and Regulations

#### **EDUCATION, TRAINING AND EXPERIENCE**

HNC or higher in Mechanical or Civil Engineering or similar discipline.  
Related experience gained in an engineering or project management environment plus related work experience in delivering work.  
Knowledge of conditions of contract particularly NEC.  
CSR Gold Card  
First Aid at Work

#### **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.

#### **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:** Proficiency in Word, Excel, Project, other MS Office programs and IT systems (eg network + email) and ERP systems.
- **Mathematical Skills:** 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.
  - Knowledge of clean and wastewater processes



- Ability to work within a small multi-disciplined team.
- CAD experience advantageous but not essential.
- Ability to develop key skills and knowledge in water and wastewater treatment and infrastructure
- Ability to 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 essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Date Prepared April 2019

Approved by Line Manager Date

Signed by Employee Date