



## Job Description

**Local Job Title:** Assistant Project Engineer  
**Department:** Projects Office, West Bromwich  
**Reports to:** Projects Manager

### SUMMARY

Responsible for assisting in the technical, commercial and safety aspects of a number of Projects, serving as assisting the main Projects contact for customers, subcontractors / key suppliers and internal departments and ensuring all assigned Projects requirements are efficiently scheduled and successfully completed.

Completes assigned activities under general direction of the Projects Manager in compliance with Company Projects and Business Management Systems.

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

1. By example, set the highest possible standards of Projects leadership in promotion of HS&E planning, consultation, performance, and best practice, ensuring full compliance with Company procedures and legal obligations.
2. Liaise closely with the Projects Manager and the Company's QHSE Manager to review plans and performance and seek professional guidance when needed.
3. Allocate HSE responsibilities and duties for site and other Projects personnel.
4. Assist to ensure Projects are managed in compliance with the CDM Regulations as required.
5. Assist to ensure subcontractors and suppliers are compliant with the Company's policies, procedures and processes, particularly in respect of site based work activity.
6. At sites, undertake informal and formal Site Safety Inspections/Audits.
7. Assist to ensure that HSE related documents are kept up to date, submitted and filed appropriately.
8. Reviewing all applicable job data, including POs, Projects plans, specs, and providing comments when applicable;
9. Coordinating with other departments and Projects Engineers/Managers to meet scheduled task deadlines, maintain schedule for purchasing, fabrication, construction, inspection, start-up, etc., and prioritizing staff workload to meet goals; assigning warranty items to engineering staff;
10. Scheduling and conducting Projects review meeting, focusing on scope of supply, cost, construction, and Projects scheduling;
11. Advise the Projects Manager of Projects status while adhering to all appropriate policies and established safety procedures;
12. Report any variations to the Projects Manager, including costs and problems which may change the forecast delivery, profitability, warranty etc of such Projects;
13. Communicating promptly with the Customer on Projects schedule and any issues relating to the Project;
14. Performs all work in accordance with established safety procedures;
15. Input into proposals and design as required;
16. Other duties may be assigned as required.

**LOCAL DUTIES AND RESPONSIBILITIES** include the following:

1. To receive the order from the Proposals Engineer and attend the Hand-Over Meeting become familiar with all requirements of the Project.
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 in-house meetings or discussions with the departments concerned.
4. Maintain contact with the customer, advising of progress, responding to correspondence and any queries relating to that Project.
5. Attend Project meetings with the customer as necessary, both in the UK and Ireland if required
6. Maintain an effective system of Project management.
7. Oversee the timely submission of all application for payment, invoices, approve on submission, support debt collection, and related bank guarantee submission and collection.
8. Monitor any variation to the Project supply, terms and conditions, and ensure that all early warning, risk warning, compensation event and variations are reflected in the adjusted Project value, Project programme and margin.
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.
11. Ensure that Projects ITPs and / or Quality Plans are produced as contractually required or considered necessary to manage specific risks
12. Establish and promote best practice in Quality management, with particular attention to Customer Satisfaction, to Non Conformance reporting and close out and to the support to internal/external audits

**LEADERSHIP/SUPERVISORY RESPONSIBILITIES**

Demonstrate leadership position for other company departments and supply chain partners ensuring professional delivery of Projects

Lead own personal development as required

**EDUCATION, TRAINING AND EXPERIENCE**

HNC, similar or higher in Engineering or related discipline

Related experience gained in an engineering, Projects management or site management environment plus related work experience in delivering Projects

Preferable but not essential experience of Projects engineering role within the water industry

Academic and practical capability to complete training to progress to a Project Engineer role within 2 years

Good working knowledge of contract conditions, CDM regulations, design management, programme and risk management and cost control including forecasting, actual cost and value reporting

Experience and use of MS Projects

Excellent skills with use of ERP system(s)



Strong computer skills, including in MS suite of Outlook, Word, Excel, Powerpoint, Teams.  
Capability to quickly develop skills in other software  
Good knowledge and use of the latest NEC contract conditions including the Early Warning and Compensation Event mechanisms  
Excellent problem solving skills and analytical thinking

### **COMMUNICATION SKILLS**

Excellent verbal and written communication skills with customers, supply chain, all stakeholders, including all levels of staff  
Excellent problem solving skills and analytical thinking  
    Read, analyze, and interpret complex industry related documents.  
    Respond effectively to technical and commercial issues.  
    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**

- **Mathematical Skills:** Ability to apply advanced mathematical equations to a variety of complex, non-standard situations.
- **Travel:** Travel throughout the UK and Ireland will be required to fulfil the role. Full UK driving license.
- **Other:**
  - Good English language skills
  - Ability to read and understand specification, fabrication, erection, and standard engineering drawings.
  - Ability to develop Knowledge of clean and wastewater processes.
  - Ability to work within a small multi-disciplined team.
  - CAD experience advantageous but not essential.

### **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.

While performing the duties of this job, the employee is likely to visit wastewater treatment works, pumping stations, water / sewerage mains infrastructure, water treatment plants and supply chain manufacturing / assembly premises in the normal course of employment in the role.



Approved by Line Manager

Date

Signed by Employee

Date