



Job Description

Local Job Title: Project Engineer
Department: Project Office
Reports to: Projects Manager

SUMMARY

Responsible for the technical and commercial aspects of a number of contracts. Will serve as the main project contact for customers and other departments, and will ensure that contract requirements are scheduled and successfully completed.

Completes assigned activities under general direction of the Projects Manager

ESSENTIAL GENERIC DUTIES AND RESPONSIBILITIES include the following:

1. Reviewing all applicable job data, including POs, project plans, specs, and providing comments when applicable;
2. Coordinating with other departments and Project 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;
3. Scheduling and conducting project review meeting, focusing on 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. Oversee the timely submission of all application for payment, invoices, approve on submission, support debt collection, and related bank guarantee submission and collection.
8. Ensure that Projects ITPs and / or Quality Plans are produced as contractually required or considered necessary to manage specific risks
9. Performs all work in accordance with established safety procedures;
10. Input into proposals and design as required;
11. 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 a Hand-Over Meeting, if necessary and become familiar with all requirements of the contract.
2. To assist the Applications Engineer where required in the design and sizing of process units for the aerobic treatment of wastewater.
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 contract by holding regular in-house meetings or discussions with the departments concerned.

5. Maintain contact with the customer, advising of progress, responding to correspondence and any queries relating to that contract.
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. Oversee the timely submission of all invoices, approve on submission, debt collection, and related bank guarantee submission and collection.
9. Monitor any variation to the contract supply, terms and conditions, and ensure that all variations are reflected in the increased contract value and profitability.
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.

LEADERSHIP/SUPERVISORY RESPONSIBILITIES

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

EDUCATION, TRAINING AND EXPERIENCE

HNC or higher in Mechanical or Chemical Engineering.

Related experience gained in an engineering or project management environment plus related work experience in designing and delivering EPC contracts.

Knowledge of conditions of contract particularly NEC, I Chem E.

COMMUNICATION SKILLS

Ability to read, analyze, 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 and other MS Office programs.
- **Mathematical Skills:** Ability to apply advanced mathematical equations to a variety of complex, non-standard situations.
- **Travel:** Travel throughout the UK and abroad will be required to fulfil the role.
- **Other:**
 - Good English language skills
 - 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.
 - 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 May 2023

Approved by Line Manager Date

Signed by Employee Date