



WHITECODE CONSULTING

Post Title: Graduate Building Services Engineer

Place of Work: Northfleet but role may require visits to external client locations

Hours of work: Full time 37.5 hours per week

Salary: Depending upon experience and qualifications

Accountable to: Associate / Associate Director

Main purpose of role:

Working closely with Team Leaders to progress project design on multiple projects, producing schematics and engineering calculations within agreed timescales. Supporting the team with technical knowledge and assisting with AutoCAD/Revit design where needed. Assisting with work allocation, when required. Working towards sound knowledge of the Building Services Industry with the ability to communicate confidently with external contacts and clients through various forms.

Principal tasks and responsibilities

Design

- Produce schematics, elevations, details etc in AutoCAD/Revit in accordance with Team Leaders instructions and CAD/Revit standards
- To show initiative to assist the Team Leader with management of the design and progress on the Team's projects adhering to deadlines and seeking additional information to solve engineering challenges
- To complete all calculations and understand the engineering principles behind the calculations
- To have an understanding of the system being designed and the project as a whole
- Responsible for the primary checking of own work ensuring that it is in line with latest procedures, checklists and master drawings/CAD/Revit standards
- Coordinate designs with other disciplines
- Organise issue of produced information and file relevant PDF/DWGs of drawings / documents produced
- Follow WCL drawing issue procedure
- Adhere to deadlines set by the Team Leader and assist team leader with managing timescales
- To work towards gaining an understanding of the fundamentals of other disciplines
- Make sure drawings are of good standard before issuing
- To assist Team Leader with checking work produced by other Team members
- To assist CAD/Revit technicians and other staff with technical queries

Communication

- Ability to apply initiative to seek additional information from relevant sources to solve engineering problems
- To be familiar and keep up to date with British Standards, industry guides and approved documents etc.
- To assist with other AutoCAD/Revit work when workload requires
- Ability to liaise concisely and professionally with external members of the design team and Client on Technical subjects by phone and email
- Maintain regular progress conversations with Team Leader
- Respond accurately, concisely and correctly to Design Team and Contractor queries including RFIs, Tech Subs etc in line with WCL approved products
- Attend and contribute confidently at client meetings and workshops
- To work towards professional accreditation in a proactive manner and discuss any assistance required with Team Leader and / or senior management

General

- Complete timesheets daily and accurately
- Portray a professional image to colleagues, senior employees and Clients in person and in all communications
- Be punctual and dress in a business-like manner
- To maintain a generally proactive approach to all aspects of the role
- Constantly maintain an utmost level of confidentiality and discretion with all information pertaining to the business
- To ensure the Health and Safety of self, customers and colleagues, taking all reasonable steps to ensure safety in the workplace
- To adhere to all Company policies and procedures
- To determine learning, training and development targets with team leader and undertake training and development to meet individual goals
- To undertake any tasks as reasonably requested by Line Manager or Senior Management Team outside of normal job requirements, when needed
- To participate as an effective and willing team member in order to achieve individual and team goals
- To proactively progress learning of job specific topics to develop a full technical knowledge base
- Our mission is to reduce our carbon footprint and promote sustainable practices in all aspects of our business

The job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading or salary of the post.

Person Specification:

CRITERIA	ESSENTIAL/DESIRABLE
QUALIFICATIONS	
Degree or equivalent in Engineering (or equivalent)	E
LCIBSE, IEng or Eng Tech	E
EXPERIENCE	
Working knowledge of CAD/Revit	E
Knowledge / Experience of M&E Building Services Organisation	D
Working under pressure	E
The ability to prioritise work accordingly to meet deadlines and challenging work goals	E
PROFICIENCY	
Strong Time Management and Organisational Skills	E
Ability to Multi-task with excellent attention to detail	E
Strong interpersonal skills with the ability to communicate effectively at all levels	E
Excellent Working Knowledge of Word, Excel and Outlook	E
ATTRIBUTES	
Punctual	E
Professional approach in both communications and business attire	E
Strong team player	E
Trustworthy and Loyal	E
Confident and Resilient with a flexible 'can-do' attitude	E
Ability to work unsupervised	E
Full UK Driver's License	D