

Job Title: Associate Mechanical/Electrical Engineer

Reporting to: Regional Managing Director

Place of work: Bristol

Overall Purpose of the Job: To assist with the control and management of a busy Building Services Consulting Engineers office, together with the design of Mechanical/Electrical Building Services for a wide variety of interesting and prestigious schemes.

Management Responsibilities:

1. Assist with day to day control and management of engineers and projects within the Office, including:-
 - Providing information to Regional Managing Director to enable cash flow, fee invoicing and office financial management to take place.
 - Assisting in the office management in the form of ensuring the progress of works through the Practice.
2. Participate in presentations at client interviews, effectively showcasing Silcock Dawson & Partners' capabilities and expertise.
3. Assist in the preparation of fee proposals for submission to potential Clients and agree same with Directors.
4. Ensure Project Engineers within your Team are completing PCP's in-line with Quality Procedures.
5. Undertake periodic project reviews to ensure technical and programme constraints are met.

Engineer Responsibilities:

1. When required, attend Client/Design Team briefings to establish project criteria.
2. Develop system options at design development stages in conjunction with Director/Associate.
3. Undertake initial space planning exercise for plant rooms, primary services routes, etc.
4. Prepare initial budget costings and monitor design development/cost implications.
5. Attend Design Team and Site Meetings as sole representative, if appropriate.
6. Undertake surveys of existing installations that establish condition and suitability for re-use.
7. Undertake principle design calculations associated with HVAC systems (e.g. gains/losses, 'U' values, duct and pipe sizing, fan and pump sizing) using computer software packages.
8. Produce Tender quality drawings in accordance with QA Procedures using AutoCAD.
9. Attend site to undertake survey of existing installed services to establish location and content (but not condition or adequacy for re-use) unsupervised.

10. Liaise with Statutory Supply Companies to obtain record information and quotations for new supplies.
11. Liaise with equipment manufacturers to obtain quotations.
12. Select standard terminal devices based upon calculated loads (e.g. radiators, grilles, fans, fan coil units).
13. Liaise with Contractors to deal with site co-ordination queries.
14. Undertake snagging of installed systems with respect to installation quality.
15. Manage own time effectively and prioritise, highlighting to Team Leader potential shortfalls in available time so that remedial steps can be taken to achieve Client deadlines.
16. Liaise with CAD and Admin. Departments to achieve drawing and document production to meet Client deadlines.
17. Demonstrate awareness and understanding of the Practice Quality and Operational Procedures.