

# Role profile

<b>Job title:</b>	<b>Mechanical Engineer</b>
<b>Grade:</b>	<b>CP</b>
<b>Discipline:</b>	<b>Building Services Engineering</b>

## Role purpose:

The Mechanical Engineer will be responsible for the design, specification and project management of mechanical services installations for new build, maintenance and/or refurbishment programmes of work. This may include taking the project lead or working as part of a larger design team.

## Accountabilities:

- 1) Carry out the design and management of all types of mechanical services projects including producing budget estimates, drawings, detailed service specifications, tender documentation and undertaking full contract administration duties on mechanical led projects.
- 2) Promote the use of renewable technologies.
- 3) Deliver mechanical projects in full in accordance with clients brief and professional standards.
- 4) Champion and embed a genuine multi-disciplinary approach to project delivery.
- 5) Schedule and co-ordinate resources, liaising with colleagues, commissioners and clients as required.
- 6) Continually monitor the profitability of projects, ensuring they are delivered within agreed professional fees and proactively taking corrective action where required.
- 7) Where required carry out condition surveys, dilapidation or specific surveys to provide information for stock condition/asset management system and/or to aid asset appraisal.
- 8) Prepare technical/feasibility reports and valuations, advising on options and recommendations in an advisory capacity.
- 9) Act as the single point of contact on specific mechanical engineering issues across a range of clients.
- 10) Promote the competitive, efficient and effective delivery of mechanical services installations which will support carbon reduction strategies.
- 11) Assist with maintaining and developing professional standards and practices.
- 12) Where required, assist in the production and implementation of the marketing and business development strategy to achieve the agreed targets.
- 13) Responsible for identifying new business opportunities.
- 14) Fee earning at 90%, and contribute to the achievement of business plan objectives and targets.
- 15) This role requires frequent travel to other offices and sites as required
- 16) Carry out duties appropriate to the grade of the post
- 17) Promote continuous improvement and deliver demonstrable high quality products and services which embrace quality standards.
- 18) Demonstrate personal commitment to the Norse Way CSR strategy.

### Qualifications:

- 1) Professional membership of the Chartered Institute of Building Service Engineers and be working or prepared to work towards Chartered status – Essential
- 2) Membership of the Engineering Council – Essential
- 3) HNC/HND or equivalent in an Mechanical Engineering related discipline – Essential
- 4) Holds a current site card or is prepared to immediately attain – Essential

### Skills and knowledge:

- 1) Experience in a similar or related role – Essential
- 2) Proficient in the use of Microsoft Office Suite –Essential
- 3) Experience in Mechanical services design, specification and project management, and the maintenance of building services installations - Essential
- 4) Experience in designing and utilising sustainable and low carbon technologies, such as biomass boiler plants and air/ground source heat pumps - Essential
- 5) Experience of building energy management systems including upgrading and installation/extension of these systems on new projects – Essential
- 6) Familiar with relevant construction, health and safety legislation and risks and hazards associated with asbestos – Essential
- 7) Proficient in using Hevacomp or IES and Revit - Desirable

### Competencies:


<b>Improving for excellence</b>	<b>Level 2</b>	<b>Commercial focus</b>	<b>Level 2</b>
<b>Drive for results</b>	<b>Level 2</b>	<b>Customer focus</b>	<b>Level 2</b>
<b>Effective decision making</b>	<b>Level 2</b>	<b>Managing positive relationships</b>	<b>Level 2</b>
		<b>Leadership and development</b>	<b>Level 1</b>

### General:

Role Profiles are a reflection of the character and work priorities at a given point in time and it will be subject to regular review.

It is the individual's responsibility to take reasonable care for the Health, Safety and Welfare of themselves and others in accordance with the Health & Safety at Work Act (1974) and associated Company policy and procedures.

The individual is required at all times to comply with the provisions of the Data Protection Act 1998 and with any policy introduced by the Company to comply with the Act.

<b>Creation date:</b> 26 <sup>th</sup> October 2016	
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This role profile has been reviewed and validated by the Group Director – Human Resources.  
Last modified: 26 October 2016