

Employee Name			
Job Title	Graduate Project Engineer		
Reports to	Projects Manager		
Supervising	N/A		
Document Number	NP-GENG-001	Revision Number	A0 (17/03/2021)
Based	Aberdeen Office		

Job Purpose

To provide quality engineering support to the Nucore Project division in executing and delivering projects to clients. The Graduate Project Engineer will assist with the project coordination of a range of projects - delivering them within time and budget. Responsible for liaising with clients and ensuring that their needs are met throughout the projects whilst controlling Engineering changes from a technical and commercial viewpoint. This role will support development as an engineer with a view to running and taking complete ownership on projects in the future.

Core Responsibilities

This job profile has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all responsibilities, qualifications and competencies required of employees assigned to the role.

- Co-ordinate and plan HVAC projects for onshore and offshore clients from conceptual design through to close out.
- Carry out HVAC surveys.
- Run project schedules and project delivery plans.
- Prepare quotations in response to client enquiries.
- Carry out detailed design, calculations and drawings.
- Ensure high standards are maintained in terms of client liaison, both verbally and by email.
- To monitor project budgets on a regular basis and bring any potential overspend to the attention of the project manager as soon as known.
- Create specifications, co-ordinate procurement of materials and ensure delivery to client.
- Where required, travel to installation sites and review/rectify any issues arising between client and company.
- Carry out regular design and project reviews.
- Order materials and equipment.
- Analyse and carry out technical bid evaluation of supplier proposals.
- Control project costs.
- Liaise with clients and suppliers.
- Maintain project files and produce document packs.

HSEQ Responsibilities

- By adhering to Nucore Group's HSEQ policies and procedures, ensure safe working practices are followed at all times.
- Report any unsafe conditions, behaviours or acts to management, or by using the Nucore Group observation card system.
- On request, actively participate in HSEQ audits and inspections.
- Complete mandatory HSEQ training as identified on the Nucore Group training matrix.
- Continually practice good housekeeping standards.
- Ensure all waste handled is disposed of in a suitable manner.
- Where required, adhere to the controls described in risk assessments, safe systems of work and COSHH assessments, and highlight any shortcomings in the existing controls.

Qualifications and Training Requirements**Essential**

- Educated to HNC in Mechanical Engineering.

Desirable

- Degree in Mechanical Engineering.
- Professional accreditation with IMECHE.
- Ductwork & Pipework Pressure Loss Calculation & Sizing.
- Offshore Survival & Medical Certificates.
- Sage 200 Training.
- Onboard Tracker Training.

Signed by Employee		Signed by Line Manager	
Date		Date	