



**JOB TITLE:** Project Engineer

**LOCATION:** Based at Avonmouth

**REPORTS TO:** Chief Engineer

**RESPONSIBLE FOR:** New Build Plants and Existing Plant Improvement Projects  
Procurement and Construction

**INTERACTS WITH:** Senior Leadership Team, Site 2ICs and Maintenance  
Engineers, Contractors

**HOURS OF WORK:** 0800 to 1600 Mon-Fri with ½ hour breaks (37.5 per week)

**DATE OF ISSUE:** March 2023

### JOB PURPOSE

To assist the Chief Engineer with the procurement and execution of new build plant projects and existing plant improvement projects in the UK and overseas.

The focus is on effective delivery of an established and successful modular process concept.

Assist Chief Engineer with Process Optimisation, Repair and Spare Parts Strategies

Assist Chief Engineer with Engineering Compliance Matters (Pressure Systems Regulations, High Voltage Maintenance, Structural Survey)

### KEY DUTIES

Preparation of Requests for Quotation and Tenders for works of all scopes and values.

Preparation of Cost Estimates and Programmes for proposed projects.

Procuring contract works (turnkey, semi-turnkey, equipment supplies only, installation labour) depending on agreed delivery strategy for project.

Managing Consulting Engineers and/or Contract Employee workload for non-core disciplines of civil, structural and electrical works.

Monitoring Safety and Quality of works in execution and taking corrective actions on non-conformities.

Assist in maintaining records of all activities and resources employed on works in execution.

Assist in contract administration, valuation of works in progress and payment certificates, progress reports for management.

Assist commissioning new works until "Take Over" by Operations.

Delegating tasks to future members of a growing Engineering Team.

Proactively promoting Safety and Health on project and operational sites by personal example and zero tolerance of unsafe acts and conditions.

Review of Lessons Learned with Chief Engineer to continually update General Specifications.

Assist Operations Team with design and execution of plant modifications, planning of non-routine major repairs and maintenance tasks, review of critical spares holding recommendations and stock auditing.



ISO 9001  
ISO 14001  
OHSAS 18001

Certificate Number 11259

Norfolk House, High Street, Brandon, Suffolk IP27 0AX  
+44 (0)1842 812 229 - [info@oco.co.uk](mailto:info@oco.co.uk) - [oco.co.uk](http://oco.co.uk)

O.C.O Technology Ltd. Registered in England. Company No: 07247345  
Registered office: Montague Place, Chatham Maritime, Chatham, Kent ME4 4QU

Assist Operations Team with Best Practices, Process Optimisations and plant improvement initiatives.

### ESSENTIAL REQUIREMENTS/SKILLS /EXPERIENCE

HNC or equivalent or Degree in relevant Engineering discipline.

Minimum five years' engineering or project experience in bulk materials processing/handling environment.

CAD drafting.

Full UK Driving License and a willingness to work away from home for extended periods, including overseas.

Ability to self-motivate, work with limited supervision and prioritise tasks.

Flexible approach, comfortable with smart working using voice and video conferencing and "paperless" office making maximum use of Cloud computing.

Confident verbal and written communicator at all levels of organization.

Highly numerate, ability to critically analyse information and provide accurate reports.

Task Planning and problem solving.

Management of Contractors experience and a working knowledge of CDM Regulations

Risk Assessment.

Intermediate level Microsoft 365 applications.

### DESIRABLE SKILLS / EXPERIENCE

IoSH Managing Safely.

Microsoft Project/Primavera or equivalent planning tools.

Project Management Qualification.

NEBOSH General or Construction Certificate.

