



JOB TITLE: Project Engineer

LOCATION: Based Leeds or Avonmouth

REPORTS TO: Engineering and Projects Manager

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: 0830 to 1700 Mon-Fri with 1 hour breaks (37.5 per week)

DATE OF ISSUE: May 2020

JOB PURPOSE

To assist the Engineering and Projects Manager 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 Senior Leadership Team with Excellence Initiatives (Process Optimisation, Maintenance and Repair Strategies, Spare Parts Strategies)

Assist Senior Leadership Team with Engineering Compliance Matters (Pressure Systems Regulations, High Voltage Maintenance, Structural Survey)

KEY DUTIES

Tailoring Particular Specifications to meet issued User Requirement Specifications and/or project objectives.

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.

Procuring and expediting utility connections to new sites.

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

Budget and Programme responsibility for approved projects.

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

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

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

Taking the lead on commissioning new works until "Take Over" by Operations.

Delegating tasks to future members of a growing Engineering Team.



ISO 9001
ISO 14001
OHSAS 18001

Certificate Number 11259

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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 Engineering and Projects Manager 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.

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.

Full UK Driving License.

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.

Problem Solving.

Management of Contractors.

Risk Assessment.

Intermediate level Microsoft 365 applications.

Reading CAD drawings with viewing tools.

Working knowledge of CDM Regulations.

IoSH Managing Safely.

DESIRABLE SKILLS / EXPERIENCE

CAD drafting.

Microsoft Project/Primavera or equivalent planning tools.

Project Management Qualification.

NEBOSH General or Construction Certificate.