



**JOB TITLE: Engineering and Projects Manager**

**LOCATION: Leeds or Avonmouth**

**REPORTS TO: Chief Engineer**

**RESPONSIBLE FOR: New build plants and existing plant improvement projects procurement and construction**

**INTERACTS WITH: UK Management Team, Head of Manufacturing, Site Managers, Maintenance Engineers, Contractors**

**HOURS OF WORK: 0800 to 1600 Mon-Fri with 30min breaks (37.5 per week)**

## 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.

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

Assist UK Operational Team with Excellence Initiatives (Process Optimisation, Maintenance and Repair Strategies, Spare Parts Strategies).

Assist UK Operational 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, cashflow forecasts 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.

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 and Operational teams to continually update general specifications.



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Certificate Number 11259

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OGC  
TECHNOLOGY

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.

Ensure full compliance with all Company policies and procedures including, but not limited to, Health and Safety and Employment.

Fully support and contribute to the upkeep of our management systems (CMS, ISO 9001, 14001 & 45001)

Any other duties, such as ad hoc projects, as requested by the Chief Engineer, that are within the skills and capabilities of the jobholder.

#### **ESSENTIAL SKILLS / EXPERIENCE**

HNC, Degree or equivalent experience in relevant Engineering discipline

Proven and extensive engineering or project experience in bulk materials processing/handling environment.

Familiarity with a variety of contract forms i.e. MF1, MF2, JCTMW etc.

Basic knowledge of various engineering disciplines i.e. mechanical, electrical, control, civil & structural.

Full UK driving license.

Willingness to work away from home for extended periods.

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 organisation.

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

Task planning.

Problem solving.

Management of contractors.

Risk assessment.

Intermediate level knowledge of Microsoft 365 applications.

Reading CAD drawings with viewing tools.

Working knowledge of CDM Regulations.

IoSH Managing Safely or equivalent.

#### **DESIRABLE SKILLS / EXPERIENCE**

2D / 3D Drafting Skills i.e. Solidworks / Draftsight or similar.

Procurement of equipment / machinery from overseas inc. transport, oversized loads, movement orders

Microsoft Project/Primavera or equivalent planning tools.

Project Management qualification.

NEBOSH General or Construction Certificate.