



Contract / Project Engineer - adi Climate Systems

adi Group is a large, multi-disciplined, privately owned engineering company offering a single source, integrated service to provide Totally Engineered Solutions.

Founded in 1990, the group specialises in supporting the manufacturing sector in the UK & Ireland, through 16 limited companies and over 20 service divisions. Enjoying exponential growth over the last three years, the Group has seen its workforce increase by 50% to over 500 employees and is expected to double in size by 2020.

We now have an exciting opportunity for a Contract / Project Engineer within our Climate Systems division.

JOB PURPOSE

You will be responsible for the delivery of well-engineered project work in full compliance with all legislation (health and safety) and generally accepted good engineering practice whilst ensuring customer satisfaction. As well as the project management of development of concepts, design solutions, all engineering activities and processes from design stage to commissioning and hand over.

KEY DUTIES & RESPONSIBILITIES

Project Management and delivery of a variety of projects ensuring QHSE standards are maintained.

Plan and manage in house adi Group and subcontract resources allocated to a project

Responsibility and management of the profit and gross margin (P&L) for allocated project work

Carry out site surveys and produce detailed scope of work documentation

Preparation of accurate and detailed cost estimates and quotations in line with the client requirements.

Preparation of health and safety document to include production of method statements, risk assessments, and obtaining any required permits to work.

Carry out due diligence checks and audits of sub contract labour

Produce detailed, works schedules, resources and projects plans

Specification and procurement of equipment and material required for each project

Produce detailed works schedules, resources and projects plans

Manage the day to day site activities ensuring projects are delivered on time, within budget and meeting customer expectations.

Scheduling project programme. Create, issue and maintain timing plans.

Report progress, manage risks and respond to issues

Ensure commissioning of equipment within required deadlines

Compiling contract files, checking customer data and specifications.

Identifying and managing contract variations to ensure maintenance of profitability and gross margin for each project

Build & develop strong client relationships

Assist with bid proposals & contract negotiations

Experience & Qualifications

Previous experience working as a project or contracts engineer.

Work experience in process plant and manufacturing industry is an advantage.

Understanding of mechanical building services

Experience of HVAC systems is an advantage

Knowledge of AutoCAD design software.

Good knowledge of Microsoft office suite to include word, excel, outlook and project.

Ideally CSCS/IOSH/SSSTS qualified

Skills & Competencies:

Ability to price and manage multiple parallel projects

Ability to manage projects from conception to completion including all labour & Material requirements

Able to design and create project specification.

Able to communicate effectively at all levels - both written and verbal

Ability to process and interpret complex information

Strong prioritisation skills and ability to manage own workload

Ability to work flexibly and independently

Ability to effectively work in a team environment

Personal Attributes

Be willing to travel throughout UK

Ability to make decisions and use own initiative

Creative, comes up with ideas

Strong work ethic, highly motivated and driven

Keen to improve and prepared to learn new skills

Methodical and systematic approach with meticulous attention to detail

About You

To be a part of our successful team you will need to:

Have a positive "can do" attitude with friendly and positive approach

Be reliable and consistent

Demonstrate a methodical approach and ability to meet deadlines

Have excellent time management and organisational skills

Demonstrate a keen eye for accuracy and attention to detail

Have a logical, precise and accurate approach to work

Be able to work on own initiative and as part of a team

Have strong problem solving skills

Demonstrate a professional manner and dynamic personality with strong command of the English language

Be resilient and able to cope under pressure

Able to work flexibly and prioritise workload

Have strong customer service and communication skills

Demonstrate good numeracy and analytical skills

Have excellent interpersonal skills with ability to build relationships and negotiate with people at all levels

A proactive approach with the ability to work without supervision take ownership, accountability and make decisions without daily guidance