

Employee Name			
Job Title	HVAC Project Engineer		
Line Manager	Operations Manager		
Supervising	N/A		
Document Number	JD122	Revision Number	A0 (13.12.2018)
Based	Aberdeen Office		

Job Purpose Summary

To provide quality engineering support to the Services division in executing and delivering projects to clients. The HVAC Project Engineer will assist with the project management of a range of projects and deliver the projects within time and budget. They will be 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. To mentor and assist with the development of junior engineers as required.

Key Responsibilities/Accountabilities

This job description 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 duties, responsibilities and qualifications 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
- 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 evaluate quotations
- 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, fully participate in HSEQ audits and inspections
- Complete mandatory HSEQ training as identified on the Nucore Group training database

Experience/Education/Training

Essential

- Computer literate in Microsoft Packages
- Good communication skills in English (written and oral)
- HNC/HND in Mechanical Engineering or similar
- Knowledge of HVACR discipline and systems
- Background in a Mechanical/HVAC environment
- Experience of carrying out relevant calculations
- Experience in a similar role
- Team player, friendly and outgoing
- Positive outlook
- Attention to detail with a high level of accuracy
- Ability to work under pressure
- Flexible and well organised
- Self-motivated with the ability to use own initiative
- Articulate

Preferred

- Valid offshore certification
- Oil & Gas experience
- HVAC engineering qualifications

Signed by Employee		Signed by Line Manager	
Date		Date	