

Employee Name			
Job Title	Fire & Gas Project Engineer		
Line Manager	Offshore Service Manager		
Supervising	Fire & Gas Engineers		
Document Number	JD076	Revision Number	A2 (26.11.2018)
Based	Aberdeen Office		

Job Purpose Summary

The Fire & Gas Project Engineer will provide complete project engineering support, including arranging servicing, installation and repair of all fire and gas safety systems to Nucore Group customers around the world. The Fire & Gas Project Engineer will respond to technical queries, provide technical solutions and assist with the production of project bids and tenders including any associated drawings and documentation. A key element of this role will be the successful management and development of a team of engineers and building strong, professional relationships with clients, suppliers and colleagues. Although this role is predominantly based onshore, there may be an occasional need to attend offshore sites during busy periods.

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.

- Successfully manage and develop a team of engineers and ensure effective utilisation of their time and skillset
- To be responsive at all times in the provision of technical or diagnostic help and advice to customers or staff over the telephone, by email and in face to face meetings.
- To investigate, review and provide technical expertise and advice to customers, engineers and colleagues quickly and efficiently.
- To plan, organise, administrate and coordinate work schedules and programmes allocating personnel and equipment
- To assist in the delivery of technical and commercially acceptable solutions to customers
- Responsible for managing costs and budgets on jobs for which you are responsible
- Assist in the preparation, presentation and progress of commercial bids
- To monitor and evaluate performance and KPI's of all work scopes associated with installation, commissioning, repair or maintenance activities undertaken
- To take ownership of jobs from inception to completion
- To ensure all pre and post work scope documentation is prepared to a high standard
- To ensure that offshore personnel are briefed prior to undertaking a job and understand clearly the requirements of on-time reporting and completion of documentation post job execution.

- To coordinate the procurement of materials, recording and dispatch of materials to site ensuring compliance and documentation trail is maintained to the highest standards.
- To assist with site surveys, audits and assessments and prepare reports and recommendations and solutions to resolve customer issues or needs
- To support and mentor the other team members sharing your knowledge and experiences

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 matrix
- Adhere to the controls described in risk assessments, safe systems of work and COSHH assessments, and highlight any shortcomings in the existing controls
- Continually practice good housekeeping standards and only undertake tasks which you have been suitably trained and authorised to perform

Experience/Education/Training

Preferred

- Previous experience in a similar role – ideally 5+ years in the Fire & Gas industry
- Experience of Project Engineering and Management
- Computer literate in all Microsoft packages
- Offshore Medical & Survival
- GWO certification
- CompEx or other recognised trade qualification
- Self-motivated with the ability to use own initiative
- Good communication skills (written and oral)
- 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
- Articulate

Signed by Employee		Signed by Line Manager	
Date		Date	