

# JOB DESCRIPTION

## Engineering Manager



**Date:** June 2013

**Work Area:** Chillwind

**Based at:** Dalcross office & depot, Inverness

**Contract Term:** Permanent

**Hours per week:** 37.5 (full-time, Mon-Fri)

**Responsible to:** Managing Director

**Responsible for:** Technical and production staff

**Pay Band:** £38,000pa

**Job Context** Chillwind supplies, installs and maintains high quality wind monitoring systems for the renewable energy industry – both in the UK and overseas. The company produces guyed masts to its own design (welding is contracted out) and assembles wind monitoring systems (using high quality anemometers and dataloggers) in-house. The complete systems are installed on client-owned sites by in-house teams of installers, for the purpose of measuring wind resource and site-specific characteristics of the wind flow.

The company has earned a reputation for excellent site work in the most challenging terrain and now has an enviable client list comprising most of the major windpower developers operating in the UK including Scottish & Southern Renewables, RWE NPower, RES Group, Natural Power, Eon, Scottish Power Renewables and many more.

**Job Purpose:** Reporting to the Managing Director, this role is responsible for the design, manufacturing and production of Chillwind wind monitoring equipment.

This role is responsible for the team of instrumentation engineers and technicians which designs, produces, tests and manages the wind measurement equipment, providing line management and operational support.

This role is focused on met mast manufacturing, including engineering appraisal and initial design of any proposed changes to the specification of met masts and ancillary equipment, as well as procurement of material and management of the production process.

**Key  
Accountabilities:**

**Technical**

- Responsible, through a combination of in-house design, for technical oversight and co-ordination of staff & suppliers, as well as the effective and efficient delivery of wind monitoring equipment
- Developing and managing the technical practice and standards of the Company
- Managing the development of technical strategies, documents, contracts, processes and specifications to ensure quality, consistency and efficiency in all technical engineering activities.
- Ensuring the accreditation, retention and adherence to relevant standards (e.g. ISO 9001, CE Marking, LOLER, Engineering matters) on behalf of the Company
- Managing the preparation, review and approval of feasibility studies, designs, costing and technical contract terms & conditions
- Overall responsibility for establishing and introducing appropriate engineering standards and processes from point of sale to completion and sign-off of installations, including quality control of finished product
- Arranging the production of high-quality documentation (fabrication drawings and specifications, performance specifications and user guides) to accompany equipment produced by the company, and which is appropriate to the intended audience
- Ensuring that design and specifications for met mast and instrumentation are effectively scrutinised and peer reviewed
- Ensuring design and production standards and processes are observed and applied
- Identifying and assessing the value and capability of new or additional technologies
- Developing technical capability within the team
- Identifying, providing and facilitating solutions to engineering and technical problems

**Operations**

- Developing robust procedures for the inspection and re-certification of used met masts
- Providing feasibility assessment for all non-standard met mast installation proposals
- Carrying out engineering appraisals and design work if necessary on proposed new or altered masts and related ancillaries, ensuring sufficient design detail is available to enable production and certification
- Ensuring equipment is delivered on time and to budget, and ensuring remedial strategies are developed when shortfalls are identified
- Coordinating people and resources to achieve design and production deadlines, including procurement of materials and sub-contracted services
- Taking responsibility for project management of engineering projects as required
- Providing expert in-house advice on engineering matters, including signing off certificates of conformity for equipment for

which Chillwind is the original equipment manufacturer

- Ensuring the operational delivery of the engineering budget and reporting against established KPI's

### **Commercial**

- Assessing and approving suppliers, fabricators, equipment and third party providers
- Reviewing, recommending and approving contracts and cost estimates within delegated authority
- Adopting a client facing role from responding to client queries, to solving engineering disputes
- Working with the business development manager to evaluate technical elements of new and potential business offerings
- Proactively contributing to the preparation and implementation of the business plan, including securing Board approval
- Supporting the Managing Director in reviewing performance data including financial, sales and activity reports to monitor and measure productivity and profitability
- Assessing the feasibility, viability, risk and business potential of proposed technical innovations or proposed collaborations with other organizations
- Providing engineering support to the sales team
- Providing and ensuring excellent customer contact and service

### **Management**

- Acting, as and when required, as a deputy for a Head of Team in their absence
- Leading, motivating and managing staff within the technical engineering and instrumentation teams
- Providing line management to direct reports; including setting and monitoring of personal objectives, mentoring and coaching, monitoring staff performance, and conducting regular performance reviews
- Ensuring that the working time of all engineering resource is undertaken effectively and fairly
- Leading engineering planning, coordination and review meetings
- Establishing systems and communications from sales and operations teams to enable planning and scheduling of engineering works
- Ensuring client feedback is effectively communicated internally, with particular regard to product requirements and enhancements

### **Health, Safety & Quality**

- Ensuring Health and Safety documentation is in place in line with regulations and Dulas H&S policy
- Ensure (in conjunction with department H&S representative) that all engineering work is designed, procured and delivered in a safe, managed and lawful manner, compliant with all relevant legislation.
- Fully support and comply with company HSQE policies

# PERSON SPECIFICATION

## Engineering Manager

### Chillwind

#### Person Specification:

#### Essential Criteria

Skills, experience and qualifications	<ul style="list-style-type: none"><li>• 1<sup>st</sup> or 2<sup>nd</sup> class engineering degree, or equivalent, in electrical, mechanical or systems engineering</li><li>• Achieved, or be actively working towards, Chartered Engineer status</li><li>• Experience of working in a senior engineering role</li><li>• Experience of specifying and assessing equipment for renewable energy, or similar, installations</li><li>• Demonstrate a solid understanding of the technical and wider aspects of the renewable energy industry</li><li>• Proven track record of design and installation responsibility of electro mechanical systems</li><li>• Demonstrable experience in the project management of high value mechanical and electrical services and renewable energy projects</li><li>• Experience of managing both in-house and outsourced engineering activities</li><li>• Experience of working in a Quality Assured environment</li></ul>
Team working	<ul style="list-style-type: none"><li>• Excellent leadership and management skills</li><li>• Experience of working in a multi-functional team</li></ul>
Communication – written and verbal	<ul style="list-style-type: none"><li>• Ability to prepare concise, accurate, well presented documents, with excellent attention to detail</li><li>• Skilled in preparing external high level communications</li><li>• Excellent verbal skills, with an ability to explain complex technical information in clear and simple terms</li><li>• A confident public speaker with the ability to respond well to questions in open forums</li></ul>
Management – including self-motivation and time management	<ul style="list-style-type: none"><li>• Self-motivated and able to work autonomously.</li><li>• Able to manage own and others' time and workloads effectively.</li><li>• Experienced in conducting performance reviews, including personal objective setting.</li><li>• Experience of managing time, cost and quality in engineering projects with budgets in the order of £50,000 or more</li></ul>
IT and Other	<ul style="list-style-type: none"><li>• Highly proficient in the use of Microsoft Word, Excel, PowerPoint and Outlook</li><li>• Competent in the use of MSProject and CAD</li><li>• Full UK driving licence</li><li>• Willing to travel and spend time away from home as required</li></ul>

## Desirable Criteria

Skills, experience  
qualifications

- Experience of renewable energy feasibility, design, installation and operation or a good understanding of renewable energy technology
- Experience of business plan development and delivery
- Management experience within a rapidly growing business
- Experience developing and implementing technical/business processes
- Recognised training in people management, motivation and appraisal
- Successful management of multi-discipline technical projects with budgets in excess of £1,000,000

Communication –  
written and verbal

- Able to write technical documents for publication
- Experience presenting technical subject matter to non-technical audiences
- Ability to communicate in Welsh

IT and Other

- Experience with energy analysis software
- Experience of mechanical services design software