JOB DESCRIPTION

NORMAN DISNEY & YOUNG

Position: Mechanical Engineer

Relationships

Incumbent reports to the Mechanical Business Manager with some functional responsibility to the Team Director.

Job Summary

Responsible for acting as Project Coordinator and / or Project Engineer as agreed for each project, including ultimate responsibility for all design, documentation, estimates, tender reports, administration, programming and financial control for assigned projects (as applicable). Role is responsible for client liaison and business development in assigned market areas.

Responsibilities and Performance Criteria

1. Project Coordination

Responsible for coordinating allocated projects.

The required standards of performance are attained in the above when: -

a) All agreed deadlines are achieved on time.

b) When constraints occur which may cause the project to overrun key deadlines a plan of action is developed to ensure that this problem is overcome.

c) The activities of all personnel involved in the project are co-ordinated so as to ensure the efficient implementation of the project.

d) The Engineer prepares an up to date progress statement of all current Projects under their control for Project Review meetings with the Mechanical Business Manager.

2. Design

Responsible for the overall design work of allocated projects that will include particular responsibility for the Mechanical Services and the co-ordination of all other Services as applicable.

The required standards of performance are attained in the above when: -

a) All design work is carried out to the required standards of accuracy with specific regard to the NDY Quality Assurance, Design Guides and Practice Notes and appropriate statutory regulations and codes of practice.

b) The Engineer constantly seeks to adopt the most up to date practices and to be innovative in their application.

c) The Engineer ensures that they are fully conversant with the relevant aspects of the design of the Project under their control and co-ordinates this work to the required standard.

d) The Engineer provides training and support to graduates and new staff.

3. Resource Management

Responsible for planning and managing allocated resources to ensure the satisfactory staffing of projects.

The required standards of performance are attained in the above when: -

a) A plan of project resources is developed at the commencement of each project and agreed with the Mechanical Business Manager, when plans are updated and agreed as project requirements change.

b) An up to date project resource utilisation is prepared for the Mechanical Business Manager.

c) Allocated staff and the CAD Manager are briefed regularly in advance of planned work commitments and targets.

4. Marketing

Responsible for developing and maintaining good working relationships with clients to ensure long-term business partnerships.

The required standards of performance are attained in the above when: -

a) Clients are satisfied with the levels of performance and quality of service provided. Client's concerns and problems are acted upon and resolved in a prompt, efficient and courteous manner.

b) Good working relationships are established and maintained, and the Client's current and future needs are assessed and acted upon.

c) The Engineer actively seeks opportunities for appointments to gain new and profitable business.

5. Quality Assurance Monitoring

Responsible for ensuring that NDY's Quality System is followed in all daily activities.

The required standards of performance are attained in the above when: -

a) All QA procedures and guidelines are followed.

6. Project Cost Management

Responsible for managing Project costs and profitability and updating Mechanical Business Manager on fee status.

The required standards of performance are attained in the above when: -

a) The Mechanical Business Manager is informed on a monthly basis of the status of each project.

b) Project costs are constantly monitored and controlled so as to maximise profit potential.

7. Computer Facilities

Responsible for utilising company computer and IT facilities.

The required standards of performance are attained in the above when: -

a) The Engineer actively utilises the companies hard and software computer facilities in carrying out their responsibilities.

b) The Engineer ensures that all computer disciplines as advised by the System Administrator are strictly followed.

8. Key Performance Indicators

The Mechanical Engineer's key performance indicators are in ensuring the following administrative aspects are met:

Timesheet Submission	-	submitted as per the Sydney office accounting timetable
Expenses Submission	-	submitted as per the Sydney office accounting timetable
Project Forecasting	-	online updates as per the Sydney Office accounting timetable
Balance Scorecard	-	online updates as per the Sydney office timetable
Cube Project Details and Tasking	-	as per NDY's Business Process requirements and guidelines

Projects proceed in a logical sequence based on sound concepts, which meet the client's requirements. Abortive work is minimised.

A process of continual approval is in hand. Errors and omissions on projects are identified and steps taken to eliminate future occurrences. Such steps include:

- Where the issue relates to an individual, provide guidance and on the job training.

- Where issues are arising with several staff, assist the Office Executive in implementing training
- Identify any changes required to NDY systems and initiate SFI's (QA, Standard Specification, Standard Drawings, Technical memos, design guides, calculation programs and spreadsheets

Plus any other relevant duties required.