

## Job Overview:

### Trainee Project Engineer

<b>Job Title:</b> Trainee Project Engineer	<b>Location:</b> King's Cross, London	<b>Company:</b> Gratte Brothers Security Management Limited (GBSM)
<b>Reporting to:</b> Key Account Manager		

#### Job Purpose:

The Trainee Project Engineer for Gratte Brothers Security Management (GBSM) will assist in the management of projects under the direction of senior engineering staff.

The post-holder may have limited experience in project management; however, they will require the ability to problem solve with limited supervision from more senior members of the company. The company expects the successful candidate to progress to Project Engineer upon successful completion of training, both formal and company provided.

This training will constitute learning the skills to control all aspects of projects in terms of cost control, programming, communications both written and verbal, problem solving, procurement of material and labour and co-ordination with all other trades on site.

#### Key Areas of Responsibility:

- Ensure that all company procedures are being adhered to on all projects.
- Ensure compliance with NACOSS procedures in all areas of team's activities.
- Ensure that all client specific procedures are being adhered to on all projects.
- Weekly monitoring of financial costs on projects undertaken. Production of monthly financial reports to Project Manager.
- Ensure total compliance with all health and safety requirements on all projects.
- Communicate with all parties involved with projects on a regular basis.
- Resolve technical issues on project undertaken in conjunction with Project Manager and Technical Services.
- Ensure all information is collated and tabled for all ongoing projects to enable effective and productive contract review. Resolve any issues arising from contract reviews.
- Ensure that project-specific accurate programmes of work are produced and issued to the project teams. These programmes must reflect tender allowances and be in alignment with the main contractors' programme of works.

- Ensure that all contract drawings are issued and managed in terms of changes throughout the project. From “for approval” to “as fitted”.
- Ensure that full and detailed operating and maintenance manuals are issued upon completion of every project.
- Ensure that comprehensive testing and commissioning is carried out on every project as per GBSML and client procedures/requirements. Also ensure that this documentation is issued to all relevant parties.
- Ensure that all projects are signed off as complete and handed over to the client. Clear, agreed, and defined completion of all projects must be achieved.
- Thoroughly check and analyse all tenders handed over as a project. Highlight and identify any errors, concerns, or issues with the Project Manager prior to commencement of works.
- Provide support to Field Technicians on site in terms of queries or problems arising.
- Ensure that all projects undertaken are compliant in terms of all legislative and statutory codes of practice.

**Knowledge & Experience:**

- Understand NSI requirements and obligations.
- Familiar with client procedures and compliance.
- Attain high level of verbal and written communications.
- Ability to provide quotations.
- Ability to provide drawings with security layouts.
- Ability to provide material request documentation.
- Ability to provide project set up documentation.
- Ability to provide quantity take offs from drawings.
- Ability to provide project operating and maintenance Documents.
- Support office processes and colleagues

**Attributes & Skills:**

- Provides accurate, consistent numbers on all paperwork.
- Provides information on a timely basis and in a usable form to others who need to act on it.
- Maintains a checklist, schedule, calendar, etc., to ensure that small details are not overlooked.
- Double-checks the accuracy of information and work product.
- Carefully monitors the details and quality of own and others' work.
- Expresses concern that things be done right, thoroughly, or precisely.
- Follows policies, procedures, safety and security measures in using various equipment.
- Completes all reports and documents according to procedures and standards.
- Maintains properly equipped work area.

- Takes necessary actions to produce work that requires little or no checking.

**Qualifications:**

- Good communication skills.
- PC literate in MS office – particularly Excel and Outlook.
- GCSEs A-C Grade in Maths, English.
- Smart appearance.
- Motivated and willing to learn.
- Work in an office and site environment.