

Job Overview:

Commissioning Engineer

Job Title: Commissioning Engineer (F2 Grade)	Location: Field-based (London/South East/Home Counties)	Company: Gratte Brothers Security Management (GBSM)
Reporting to: David Wilson		

Job Purpose:

The position of Commissioning Engineer for Gratte Brothers Security Management (GBSM) shall be responsible for the quality of installation and commissioning of alarms, access control, CCTV, intercom, public address, industry specific security software and all associated electronic devices and computing equipment.

The Commissioning Engineer will be required to undertake and conduct project quality audits to partial or completed projects in addition to raising and closing out non-conformance issues. The Commissioning Engineer may also be required to assist in the production or amendment of design standards documentation and contribute to the design document portfolio and product evaluation.

Regular communication is required with the project delivery teams regarding project progress, issues & concerns. Attendance at project commissioning meetings as per project requirements. Clear written and verbal skills are paramount, with a high regard for project specific documentation required for writing up project progress, configuration reports, assets reports, self-snagging reports, and improvement feedback.

The Commissioning Engineer will also possess the skills to programme and deliver all aspects of the commissioning phase of projects in terms of enforcing company and client procedures, maintaining project communications both written and verbal, problem solving, care and procurement of material, equipment, and control of labour.

There will be a requirement to deliver all or part of the end user training, the Commissioning Engineer will need to liaise with the manufacturers and client to prepare, organise and deliver the training with a clear agreed agenda.

Key Areas of Responsibility:

GBSM Procedures

- Ensure that all company procedures are being adhered to on all projects.
- Ensure compliance with NSI procedures in all areas of team's activities.
- Assist in the development and improvements to the commissioning procedures.

Client Procedures

- Ensure that the specification is technically adhered to on all projects.
- Ensure that client specific commissioning procedures are adhered to on all projects.
- Ensure compliance with client quality, monitoring and reporting procedures are adhered to on all projects.

Health & Safety

- Ensure total compliance with all health and safety requirements, relative to commissioning, on all projects.

Project Liaison

- Communicate with project management team and other contractors on site on a regular basis both written and verbal.
- Liaise and communicate with GBSM Installation teams on installation progress, snagging items and ensure the closure of outstanding works.
- Ensure all commissioning documentation is in place and communicate any problems, issues, delays etc to project management.

Technical

- Resolve technical issues on projects undertaken in conjunction with Project Manager and Design & Development Manager.
- Provide technical support to the projects and company as and when requested.

Programme & Progress

- Ensure that project commissioning programme is produced and adhered to, and any delays or issues are advised internally. Produce and issue commissioning weekly progress reports to the supervisor and project manager.
- Attendance at project commissioning meetings and the production and issue of progress reports.

Communications

- Communicate effectively (both written and verbal) with regard to all projects.
- Ensure weekly communication with the project team

Support Install Team

- Provide support to site teams regarding queries or problems that may impact successful completion of the project.

Codes Of Practice

- Ensure that all projects undertaken are compliant with all legislative and statutory codes of practice.

Standards Of Installation

- Ensure standard of installation is of the highest quality and in compliance with all legislation and governing bodies.
- Conduct quality audits at relevant stages of project and issue self-snagging schedules.
- Inspection and sign-off of rectified snags and report to client.
- Completion and documentation relevant to client snagging process.
- Ensure all projects receive a product audit at completion.
- Ensure all product audits are logged and recorded on the company systems.
- Manage and ensure all non-compliances are rectified and signed off.

Training

- On-site training, documentation or request and support to manufacturer training.
- Manage the delivery of end user training and associated documentation of completed installations.
- Demonstration of completed systems to end user.

Testing & Commissioning

- Ensure that the commissioning element of the project is completed and handed over to the client's team as per programme.
- Manage any issues arising with commissioning implementation.
- Communicate and manage technical aspects of on/off site acceptance testing.
- Ensure asset record/test information is accurately collated and produced and issued prior to project completion.
- Commission all installed systems to client specification and in-line with company procedures and documentation.

***This is a broad overview of the position and does not encompass all aspects of the role.
Gratte Brothers are an equal opportunities employer and welcome applications from all.***

Knowledge & Experience

- Excellent working knowledge of alarms, access control, CCTV, intercom, public address and all associated electronic devices and computing equipment associated with the security industry.
- Working knowledge of mainstream integrated systems with an understanding of networking including wireless networks.
- Desirable: product knowledge of Bosch, Lenel, Milestone, Honeywell, CCure, Genetec & Gallagher—certification an advantage.

Attributes & Skills

- **Results-focussed** and works with a **collaborative, communicative** approach.
- Works with **integrity** and **flexibility** to meet deadlines and protect confidential data.
- **Punctual, accountable** and **reliable**.
- **Possess basic computing skills:** Proficient with Microsoft Office and Outlook, plus any role-relevant platforms.
- **Interpersonal relationships:** appropriate and professional behaviour at all times. Exercises sound judgement regarding personal conduct.
- **Attention to detail:** Carefully monitors the details and quality of own (and others') work to provide consistently accurate numbers on all paperwork.
- Use **initiative** and be a competent **problem-solver**.
- Highly **organised** and efficient at **planning**.
- Apply a high-level of **technical expertise** to working practises.
- Build the confidence and capability of direct reports through performance-specific **coaching** and feedback.
- Is confident with **delegation** and assigns tasks to the appropriate person.
- Has an **innovative** mind-set, generating novel and valuable ideas to improve processes, methods, systems, products or services.

Qualifications

- Industry and role relevant, e.g. NVQ/City & Guilds/BTEC.