

## Job Overview:

### Senior Electrical Coordination Engineer

<b>Job Title:</b> Senior Electrical Coordination Engineer	<b>Location:</b> King's Cross, London	<b>Company:</b> Gratte Brothers Technical Services (GBTS)
<b>Reporting to:</b> Design Manager	<b>Key Stakeholders:</b> CAD Coordinators, Design Engineers	

#### Job Purpose:

- To carry out Building Services Design work, principally for Design and Install projects to be executed by the contracts/engineering division.
- To work within the Project Team to prepare coordinated building services drawings for engineering and site operative use.
- To represent the company at design team meetings, site meetings, coordination meetings and other meetings as agreed at the start of each project.
- Perform overall quality control of the work (budget, schedule, plans and personnel's performance) and report regularly on project status.
- Co-operate and communicate effectively with project manager and other project participants providing technical support as required.
- To be commercial aware of costs and identifying additional costs not included in the original appointment (variations) and assist the Design Engineers in the production of monthly project reports.
- To support the Design Manager.
- Attend CPD and offered training to gain experience and grow in ability.

#### Key Areas of Responsibility:

The Senior Electrical Coordination Engineer is responsible for the following tasks, some of which they will implement directly or delegate to others. Those tasks delegated do not absolve ultimate responsibility.

- Plan, programme and organise all design/coordination activities necessary to implement the requirement of the project or client brief in accordance with the targets set.
- Research and liaise with the client (and their representatives) to obtain all information necessary to fulfil the design.
- To be able to review and technically check design information produce by others for correctness of operation.
- Manage the coordination of specialist sub-contractors' systems within the Company's own coordination models and drawings.

- Preparation of fully coordinated mechanical and electrical 3D models which are clash free.
- To review design information and manufacturer's technical information to ensure the model is functionally correct.
- To work with the assigned CAD team to produce the required drawings for the project.
- To answer or refer on BIM Track queries raised by the CAD coordination team.
- To raise Requests for Information (RFIs) and implement the answers returned.
- To check the work undertaken by others within the Company prior to issue for correctness.
- To attend site to attend meetings and conduct surveys.
- Attend project performance reviews as and when requested.
- Working within project deadlines/programmes to suit the engineering activities.
- Help any member of the Company who requires design assistance and technical backup.
- Control, motivate, guide, and provide leadership to the staff allocated to you and ensure they work productively and in accordance with the targets set.
- The role may sometimes require works to be carried out on site.
- Ensure all activities are carried out in accordance with Company QA Design procedures.

**Knowledge & Experience:**

- To have a comprehensive technical knowledge of the use of AutoDesk Fabrication 3D drafting software and Navisworks suite of programmes, together with an understanding of other 3D software systems such as REVIT.

**Attributes & Skills:**

- The ability to work with design information provided by the Project Design Team in terms of layout drawings, sections, equipment schedules and specification, to produce a fully coordinated building services set of drawings that allows the site operatives to install the works.