

# Project Engineer (London and surrounding areas)



## Job Purpose

Responsible for the smooth running of the project implementation, ensuring you provide professional and efficient assistance with all the clients' requirements and needs. Support the Project Manager on given projects to ensure the projects are delivered successfully.

**The position of engineer will be site based and will not be confined to a particular geographical location.**

## Main Duties:

- All duties and responsibilities defined under the job description for the engineer.
- The provision of full support to the on site operational staff.
- Being fully conversant with the objectives of the contract / project and their role in ensuring that these are achieved.
- Co-ordination of levels of site based staff based on the intricacy of the contractual obligations and nature of the contract.
- Responsibility for ensuring that all site-based records in relation to their accuracy and punctuality are maintained.
- Maintain using information supplied by site based engineers an up to date and fully tracked progress of all on and off site operations to formulate an accurate "As Built" programme.
- Monitor against the agreed construction programme the overall progress of the works and revise any critical path issues. Advise both the project team and the client or his representatives of any necessary revisions and co-ordinate the agreed responses.
- Record and act upon any instructions given by the client or his representative.
- Liase with the project quantity surveyor to ensure that all changes to the original scope are acknowledged recorded in line with contractual requirements and resolved.
- Ensure that any correspondences from the client or any other interested party are either dealt with at a site level or brought to the attention of the project team

for their action.

- Liaise with the senior project engineer to co-ordinate procurement requirements in relation to quality, availability and fitness for purpose.
- Maintain accurate on site records of all goods received on a weekly basis and ensure that these, including all delivery notes are passed to Vital Energi's main offices for processing.
- Maintain accurate on site records of all plant received on a weekly basis and ensure that these, including all delivery notes are passed to Vital Energi's main offices for processing.
- Produce week progress reports indicating overall project progress, issues that require either input from the client or other parties, financial movements including additional orders raised and the necessity of such orders, financial forecast information which the quantity surveyor and project engineer will use to produce contract financial overviews.
- The chairing of weekly sub contract meetings were both post and pre weekly progress will be recorded and co-ordinated.
- Assessment and production of reports for the project team on sub contractor performance including review of non-conformance reports with the site based project team.
- Management of Tenant liaison as dictated by the contract and any issues that are raised at a site level in relation to this matter.
- Compile a fully documented operation and maintenance manual for the project and review by the senior project engineer.
- Ensure that the contract it is handed over on completion and the client, recording the date and any other relevant information issues an agreed certificate.
- Deputise for the Senior Project Engineer in their absence.
- All other duties and responsibilities that may be required to fulfil the obligations on Vital Energi in relation to the current contract he or she may be involved in and to ensure that all statutory obligations are meet in relation to health, safety and environmental.