

Job Overview:

Project Engineer

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

Job Purpose:

The position of Project Engineer for Gratte Brothers Security Management (also known as Gratte Brothers | Security Systems & Software) shall be responsible for the management of single or multiple projects at any time.

The post-holder will have obtained experience in project management and possesses the abilities to resolve the majority of issues arising on projects without the intervention from more senior members of the company.

The post-holder will also possess 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.
- 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.

Key Areas of Responsibility cont.:

- Ensure that project specific accurate programme of works are produced and issued to the project teams. These programmes must reflect tender allowances and be in co-ordination 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.
- Ensure that all projects undertaken are compliant in terms of all legislative and statutory codes of practice.

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:

- Provide support to Field Technicians on site in terms of queries or problems arising.
- 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.