Post	Graduate Engineer
Department:	Mechanical & Electrical
Responsible To:	Principal Engineer/Director

Job Purpose

To assist Engineers in the preparation of CAD drawings and calculations, feasibility reports, design specifications and site visits.

To be responsible for following Health and Safety policy and Quality Assurance procedures and working with senior staff towards meeting the company's objectives.

Principal Accountabilities

- To help with ensuring that all mechanical and electrical services confirm with all relevant legislative, statutory and Health and Safety requirements and procedures.
- To liaise with team, department and company colleagues.
- To follow implementation of Personal Development Plans and other administrative procedures and to assist the company in maintaining its Investors in People and Quality Assurance standard.
- To perform such other duties as may be required from time to time to assist the company in achieving its objectives.

Key Activities

- Becoming familiar with mechanical and electrical services in buildings.
- Becoming efficient at AutoCAD and other design software.
- Actively developing your experience to provide engineering excellence.
- Assisting with projects through hands on approach.
- Pro-activeness in understanding new industry ideas and developments.
- Assisting with the preparation of feasibility studies, project design, contract administration.
- Assisting with projects from inception through to completion.
- Developing and implementing project based technical standards.
- Supporting business development.

Additional Information (Subject to change, please refer to contract of employment)

The company offers paid holiday, workplace pension, healthcare, flexible working arrangements, six monthly appraisals and attractive staff bonus scheme.

We will be pleased to provide support and appropriate training for you to achieve Chartered Engineer status, subject to your progress and development.

CBG Consultants Ltd is an equal opportunities employer.

I as a Director confirm that the Job Description as listed above has been reviewed and is up to date.

Name:……

Signed:……..

Date:……