# Job purpose

Reporting to an Associate, you are responsible for operational delivery and enhancing the quality of our service and offerings

**JOB ROLE**

The role requires the Facilities Engineer to be a strong team player and be a professional with a proven ability to think creatively, and act tactically and efficiently.

The facilities Engineer is also involved to some extent in the following:

* Internal team communications
* Delivery and Quality
* Administration and co-ordination
* Business Development (some elements)

**MAIN RESPONSIBILITIES**

1. **Engineering:**
2. Contribute to the quality standards for the Facilities Engineering Team.
3. Ensure that the quality standards are followed by the Facilities Engineering Team.
4. Advance the quality standards on your key accounts to ensure that Intrinsic Facilities Engineering is at the forefront of the FM field in the market.
5. Undertake surveys of buildings within the Practice as necessary.
6. Undertake tendering exercises for contractors.
7. Audit the performance of the appointed contractors.
8. Undertake dilapidation reviews and produce schedules.
9. Procure and monitor capex works on behalf of the Client.
10. Undertake due diligence and condition surveys of buildings.
11. Provide advice on technical issues surrounding buildings that are not performing to the Clients expectations.
12. Encourage awareness and enforce compliance with company standards and procedures, H&S procedures and Investors in People procedures and actions.
13. **Management:**
14. Ensure that deadlines are met.
15. Liaise and co-ordinate with support services departments effectively to ensure that a high level of performance is achieved.
16. Develop key accounts under your control.
17. Raise the profile of Chapman Bathurst in the marketplace.
18. **Business Development:**
19. Maintain regular contact with client and build relationship.
20. **MEETINGS:**
21. Attend monthly facilities management meetings that occur and ensure all actions are completed ahead of the meeting to ensure all meetings are effective and productive ensuring all action items have been progressed.

**WORKING RELATIONSHIPS:**

* Ability to work with all areas of the Practice and effectively communicate cross functionally is essential.

**Knowledge, Skills and Experience Required:**

* Experience of working at a senior level across a wide sector of clients and projects.
* General engineering knowledge.
* Good negotiation, communication, influencing and written skills.
* Integrity and commitment to service.
* Ability to work under pressure and to deadlines.
* Creative and resourceful in problem solving.
* Personable, approachable and flexible.

**Performance Measures and Objectives:**

* Success in contributing towards the Team targets.
* Successful design and delivery of projects under your control.
* Communication across the team.
* Monthly reporting.
* Commitment to own CPD development and attendance at seminars.

**Progression Route requirements to next level of Senior Engineer:**

Finance:

Ability to understand project fees and income v profitability and understanding and controlling the variances that may affect profitability.

Engineering/Technical:

Ability to step up and act as Design Team Leader and Lead Co-Ordinator across all disciplines.

Business Development:

Small level of Client referrals and repeat business, good level of after sales care and demonstrate a keenness to increase profile in the industry.

Client Satisfaction:

Effective delivery, good client feedback, successful job turnaround, in sales care, meeting attendance, quality/standards, resolutions, responsive.

*This description reflects the core activities of the role and is not intended to be all inclusive. Additional duties within the company may be required and as such a flexible working approach is required.*