
Job Description	Trainee Project Engineer in Mechanical HVAC Building Services
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Job Title	Trainee HVAC Engineer
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Reporting to	Operations Manager
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Brief description of the role and responsibilities	<p>The Trainee HVAC Engineer will be predominantly based in the Mechanical Projects department in our Edinburgh office however they will rotate between the Projects, Design and Estimating departments for further learning.</p> <p>The role will require working closely with a Project Manager to allow the individual to gain knowledge and experience to assist in the successful delivery of M&E projects from the initial design and survey stage right through until client project handover.</p> <p>Upon completion of one year office learning, there will be an option for further education such as an HNC in Building Services Engineering.</p>
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Main duties and responsibilities will include but are not limited to	<p>The Trainee HVAC Engineer will require working closely with the Projects delivery team to assist in managing various onsite projects to ensure delivery in line with the Client expectations and Arthur McKay systems, policies and procedures.</p> <p>Key Duties will include:</p> <ul style="list-style-type: none">• Site surveys and measurements• Review of Computer Aided Design drawings• Working with a team in accordance with Arthur McKay personnel policies and procedures• Communicating with the client and their agents at all stages of the project• Attending client meetings where required• Assisting the Project Managers in planning work in a way which ensures that key milestones and completion dates are achieved. Covering the full scope of works including the material procurement, programme, technical proposals, design management strategy, project planning including health and safety.• Assisting with producing estimates to meet the client budget and programme• A understanding of M&E projects financial management and how to complete jobs safely, on time and profitably• Working closely with counterparts in all other departments
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Personal Attributes

- Have an interest in engineering or technical studies
- Good communication skills and willing to learn
- Self-motivated
- A team player

Additionally this role will require Disclosure Scotland Clearance. Baseline or other similar security clearance may also be required.

Hours and Environment

This position will be based from our Edinburgh office however the role holder may be required to travel to other offices and client sites on a regular basis.

Core working hours for this position are from 8am until 5pm, Monday to Friday; however flexibility will be expected with regard to hours of work to suit the needs of the business and team.
