


<b>Document Title</b>	Job Description	
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<b>Applicability</b>	Project Engineer	
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**Title:** Junior Project Engineer

**Reporting To:** Lead Project Engineer

### Purpose of Job:

We are looking to recruit a Junior Project engineer to support the Engineering Team with project documentation and control, job cost accounting, scheduling, and construction supervision efforts managing a range of projects. Reporting to the Lead project engineer, the candidate will be involved in resolving fabrication issues and implementing fabrication improvements; updating 3D models, detail drawings and BOM's as part of the engineering change process.

### Area of Responsibility:

The role involves Liaising with all teams within Leask Marine and supporting the Lead Project Engineer, Operations Managers and Managing Director, in the planning, management and supervision of infrastructure and operational projects.

### Key Tasks:

- ☉ Program knowledge of Solid Works or other 3D Software, Auto Cad.
- ☉ Ensure highest level of Health, Safety, and Environmental control
- ☉ Observe and implement all Company policies & procedures
- ☉ Ensure paperwork and documentation is up to date and maintained
- ☉ Update standard procedures and operational schematics as necessary
- ☉ To prepare drawings, sketches and specifications in construction Engineering
- ☉ Managing the Risk Assessment of projects and Management of Change
- ☉ To produce operations Method Statements and Risk Assessments.
- ☉ To provide technical advice and consultancy services.
- ☉ To produce final design information for use in preparation layouts, part lists and the specifications for materials and other components.
- ☉ To assess product requirements and manufacturing feasibility.
- ☉ Carry out a thorough review of design documents (e.g. detail drawings, design calculations, FEA reports) and material specifications to ensure compliance to the applicable standards.
- ☉ Identify the critical safety aspects of the design in line with the applicable design standards
- ☉ Communicating and liaising effectively with colleagues, naval architects, subcontractors, contracting engineers, consultants, co-workers and clients
- ☉ Scheduling material and equipment purchases and delivery
- ☉ Ensuring that a project runs smoothly and is completed on time and within budget
- ☉ Correcting any project deficiencies that affect production, quality and safety requirements before final evaluation and project reviews

### Health, Safety & Environment:

Responsibly to familiarise self with the Company Health, Safety, and Environmental Policies and to take all reasonable care to ensure the health & safety of themselves and other persons likely to be effected by their acts or omissions, as required under the Health and Safety at Work Act 1974.

### Quality:

Ensure compliance to all relevant Company Quality systems for continual improvement as required