

Person Specification

Assistant Designer (Mechanical and Electrical)

Part A

The following criteria (experience, skill and qualifications) will be used to short-list at the application stage:

Essential

- Proven ability in Mechanical & Electrical aspects of building construction.
- Ability to identify and diagnose Mechanical & Electrical installation conditions and defects.
- Ability to prepare record drawings; survey drawings etc. of Mechanical & Electrical installations.
- Ability to co-ordinate routine matters/projects with minimal supervision and demonstrate high level of understanding of computer technology (auto cad) and engineering construction.
- Have experience in administering construction contracts under the general guidance of others.
- Able to demonstrate initiative in developing projects.
- Self motivated and well organised.
- General IT skills.
- Capable of working to deadlines.
- Experience of reporting to clients and senior management.
- Capable of carrying out the supervision, inspection and commissioning of mechanical and electrical works on site to ensure compliance with contract documentations, drawings and specifications.

Desirable

- Ability to identify, develop and progress systems of recording information and statistics.
- Obtained ONC and HNC (Mechanical and/or Electrical) Relevant professional qualification.
- Working to a QA 9002 or comparable quality systems.
- Committed to Public Sector Values and Equal Opportunities.
- General IT skills.

Additional Requirements

- A clean current category B (car) driving licence.