

PROJECT ENGINEER

Main Purpose:

The project engineer is responsible to design, test, and innovate Heating, ventilation, and air conditioning (HVAC) solutions for clients of every size; lead projects and provide design expertise. The job Holder assist the commissioning team in the pre-commissioning and commissioning stages of all HVAC equipment. He/She is required to act as an expert coordinator to develop and control the full project-plan lifecycle while bringing stakeholders together for effective and profitable project deliveries. The project engineer monitor compliance to applicable codes, practices, quality assurance, quality control policies, performance standards and specifications.

The project engineer report to the General Manager (Service) and/or any other person as assigned by Management. The job holder works closely with the Service Division and other departments to provide an efficient and effective customer service and meet customer requirements. He may be required to participate in stock take, clearance sales and training programs.

Responsibilities and essentials job functions include but are not limited to the following:

Analyse customer requirements

- Research, design, fabricate and install HVAC mechanical equipment to meet customer requirements in both small and large projects.
- Consult on HVAC system and equipment design for a wide range of projects, work with other engineers, project managers, and construction professionals as needed to create and/or modify design parameters.
- Serve as project leader to coordinate efforts of managers, engineers, drafters, and manufacturing personnel during all project phases.
- Carry site visits and surveys; write reports and undertake preparatory work.
- Determine project responsibilities by identifying project phases and elements, assigning personnel to phases and elements, and reviewing bids from contractors.
- Develop project objectives by reviewing project proposals, plans and conferring with management.
- Complete technical studies, prepare cost estimates and project costing.
- Determine project schedule by studying project plan, specifications, calculating time requirements, and sequencing project elements.
- Create, submit detailed bids that outline costs and timelines for construction or extraction projects in accordance with deadlines.
- Communicate directly with customers to understand project requirements, goals, design specifications, and operational environments to evaluate cost, feasibility, and implementation of new HVAC equipment.
- Provide functional and technical information to customers.

Project management

- Arrange for the manpower.
- Manage sub-contractors and technicians.
- Ensure sufficient hand tools and power tools are available for installation.
- Develop and oversee all aspects of production including clean room design, computer modelling, selection of manufacturing methods, fabrication, testing and implantation of products and systems.
- Analyse HVAC systems and equipment when necessary to find inefficiencies or malfunctions and create solutions to optimize performance and increase the efficiency of operation.
- Confirm product performance by designing and conducting tests; inspect, test, certify and commission.
- Maintain project schedule by monitoring project progress, coordinating activities, and resolving problems.
- Identify and rectify faults in a timely manner.
- Prepare project status reports by collecting, analyzing, summarizing information, trends and recommending actions.
- Design testing procedures and control equipment to accurately assess products and identify areas that require modification and further testing.
- Maintain project data base by writing reports, entering, and backing up data.
- Carry out all planned site inspections surveys as per the intervention points marked in the relevant drawings and standards.
- Control project plan by reviewing design, specifications, scheduling changes, and recommending actions.
- Control project costs by approving expenditures and administering contractor contracts.
- Provide approved shop drawings to technicians and sub-contractors.
- Ensure that quality of work is in line with approved shop drawings.
- Maintain product and company reputation by complying with legislations.

- Complete engineering projects by organizing and controlling project elements.

Managing and supervising employees

- Be a role model and ensure that code of conduct/discipline is adhered by your subordinates.
- Define roles and responsibilities of your subordinates.
- Maintain effective working relationships with fellow colleagues.
- Contribute to team effort by accomplishing related results as needed.
- Set goals for performance, provide constructive feedback, coaching and training.
- Organise and direct operations workflow.
- Advise and supervise subordinates.
- Provide and maintain a motivating environment, monitor punctuality, absence, and discipline of your subordinates.
- Adhere and ensure that your subordinates always wear their uniform and practice daily hygiene.
- Adopt a progressive approach to discipline and refer cases to HR dept. for recurring and serious offences.
- Ensure that your attendance is being recorded in line with the company established procedures and policies.

Housekeeping

- Ensure good housekeeping of the department and cleanliness of the work site areas.

Health & Safety

- Adhere to Health and Safety procedures and ensuring that same is always understood and practiced by subordinates.
- Adhere and ensure that your subordinates wear their personal protective equipment (PPE) when required and respect sanitary measures.
- Implement appropriate Health & Safety & ISO practices in line with legal, operational and employee welfare requirements.

Other duties and responsibilities

- Perform any other cognate duties as may be assigned and required by the Management. This is not an exhaustive list of duties and responsibilities and is subject to review from time to time.

Profile & qualifications:

The job holder should ideally possess:

- Bachelor's or Master of Science in Project Management, Civil Engineering, Mechanical Engineering, Construction Management, Mechanical, or other related discipline required.
- Up-to-date Professional Engineer license.
- IT literate and proficient in Microsoft Office.
- Clean and valid certificate of character.
- Excellent knowledge of design and visualisations software such as AutoCAD.
- Conversant to drawings of VRV AC system.
- Familiarity with rules, regulations, best practices, and performance standards.
- Sound knowledge in Manufacturing methods and procedures.
- Ability to work with multiple discipline projects.
- Ability to read shop drawings.
- Project management and supervision skills.
- Ability to make decisions.
- Excellent project management, safety management, time management, leadership, and organisation skills.
- Excellent Design and Documentation skills.
- Excellent inter-personal, communication skills and building of effective relationships.
- Ability to work effectively under pressure in a fast-paced environment.
- Ability to work flexible hours.
- Ability to work both independently and as part of a team and meet tight deadlines.
- Motivated, flexible, friendly, enthusiastic, and positive attitude.
- Strong work ethic, honesty, trustworthy, punctual, reliable, highly responsible, disciplined, and rigorous.
- Business orientation, result orientation and customer focus.
- Adaptability to Change.

Experience:

The ideal job holder should have at least 5 years of progressive and proven experience in a similar position. Proven working experience as a Project Engineer or Project Manager.

Direct Reporting Line Manager:

Name : _____

Signature : _____

Date : _____

Job Holder Acknowledgement:

I, the undersigned certify having read, understood, and fully agree with the above. I accept to abide to it and should under no circumstances revoke my decision.

Signature : _____

Date : _____

