



## **MSS Clean Technology Ltd**

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*Designers, suppliers and installers of  
cleanrooms and controlled environments*

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## **JOB DESCRIPTION**

### **PROJECT DESIGN ENGINEER – Building Services (Mechanical and HVAC)**

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#### **MAIN PURPOSE OF JOB**

To organise, manage and deliver the successful/profitable completion of projects by:

- Working within a Projects Team, to provide support on the M and E services to ensure that the project in its entirety is delivered to the client at the required quality to the clients brief, on time and within budget.
- Co-ordination design activities from commencement of a project through to completion.
- Provide a communication link and technical supporting role through all the stages of Mechanical and Electrical services design installation, commissioning and handover ensuring that all requirements of cleanroom technology are met on MSS projects as necessary.

#### **SCOPE**

Responsible for the timely and accurate preparation of design and documentation required to enable the project team to deliver projects on time, to budget and to the Client's satisfaction.

#### **KEY ACCOUNTABILITIES: Under the direction of the Engineering Services Director.**

- Work closely with the estimating team to prepare designs or performance specifications to enable sub contractor specialist packages to be tendered.
- Assist in the evaluation of the tenders returned from specialist contractors.
- Attend contract scope clarification meetings as part of the Projects Team to confirm the final requirements of the project following contract award.
- Carry out site survey, as required, prior to commencement of the contract works, to determine compliance with the proposed design and scope of works.
- Provide specialist support to the D and B Project Managers and the project teams related to the Mechanical and Electrical services associated with specific projects.
- Oversee, supervise and liaise with M and E Assistant Project Designer(s), Architectural Design Team, CAD Technicians CAD Operatives and any external design consultants where appointed to work within the MSS project team
- Prepare calculations, design drawings technical documents and specifications as required to meet the project scope definition.
- Liaise with, and provide support to, the Project Cost Controller and Project Buyer over cost control and procurement activities related to M and E services.
- Generate and/or supervise other members of the team and where appropriate control sub contractor specialists to ensure that all necessary working drawings and details required for the procurement of

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materials and suitable sub-contract packages are generated and delivered in a timely and cost effective manner.

- Ensure that the flow of the M and E documentation is sustained within the teams and to the client to ensure that the site teams are working with up to the minute client approved documentation.
- Prepare working drawings to meet contract requirements including such details and specifications as may be needed by sub-contractors for the execution of their works.
- Ensure compliance with all statutory regulations, where appropriate, from Local Authority approvals to any specific cleanroom and specialist Industry standards that may apply.
- Ensure compliance with the requirements of CDM, including the undertaking of risk assessments.
- Attend sub-contractor meetings, as required by the Projects Team, to ensure sub-contractors are fully aware of the requirements and standards of the project.
- Monitor changes to the project scope and initiate RFCs, variations, as part of the Projects Team, where appropriate.
- Attend site at appropriate intervals to check standards of workmanship and materials being used in the construction.
- Liaise with sub-contractors during the course of their works, providing them with all necessary design information.
- Attend site meetings with the client and Projects Team as required.
- Carry out a pre-completion inspection of the works, to ensure compliance with design intent, ahead of practical completion.
- Generate, supervise and provide support to ensure the timely production of 'record' drawings for issue to the client prior to practical completion of the project.
- Prepare/produce and review technical content required for O&M manuals prior to practical completion of the project
- Ensure that all design office procedures are implemented and operated as Company Policy and procedures
- Ensure compliance with Construction & Design Quality Plans, where applicable.
- Monitor design hours for yourself and any other team members allocated to the M and E scope within the project
- Assist with technical advice to other personnel as required.

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### **POSTION IN ORGANISATION**

**Directly Responsible to:** Engineering Services Director

**Specialist Relationships:** Project D&B Manager, All other Design team members,  
Cost Controller, Buyer, Estimating and Business development team,  
Financial Director

### **QUALIFICATIONS**

Construction related HNC/HND/Degree, CSCS Health & Safety accreditation  
Ideally Membership of Professional body ie Engineering Council Registration, MCIBSE, etc

### **UNDER PINNING KNOWLEDGE**

Competence with AutoCAD 2006~2009, Awareness and experience RIBA plan of work stages, Practical project running experience, Computer Literate, Construction Health & Safety. All aspects of mechanical and HVAC standards and practice from inception briefing to completion & handover.  
A working knowledge of electrical services and associated system design including fire alarm systems, and IT distribution.

### **SUPPORTING SKILLS**

Organisation and Planning, Communication, IT Skills (Word/Excel/Outlook), Negotiation, Financial and Commercial awareness. Commitment to Continual Professional Development. Team leader/player, motivational skills