

JOB DESCRIPTION

JOB TITLE:	STUDENT PLACEMENT – YEAR IN INDUSTRY		
BUSINESS UNIT:	PROJECTS		
REPORTS TO:	James McGruther		
SUPERVISION OF:	NA		

JOB FUNCTION (summary of job function in a few sentences)

This position's primary purpose is to be responsible for:

The role would suit a practical, dynamic Mechanical/Chemical/Environmental engineering student who seeks experience of project execution.

The position would be office based, with some travel to industrial sites

DUTIES AND RESPONSIBILITIES (technical, managerial, financial, safety, quality)

The envisaged tasks would be

- Compilation and control of project engineering documents (line list, valves list, equipment list, P&ID, O&M manuals)
- Maintenance of the drawing standards and other engineering templates
- Providing engineering services to proposals team delivering real offers to clients
- Attendance at Design Reviews
- Site visits with Project Manager and commissioning teams
- Coordination with all other project disciplines
- Project Procurement support

PRINCIPAL CONTACTS (internal and external)

Internal: Commercial, Engineering, Manufacturing, Procurement, Service

External: Project clients, suppliers, subcontractors

EDUCATION/QUALIFICATIONS (essential and desirable)

Working towards an engineering, mechanical, chemical, or environmental degree

SKILLS & EXPERIENCE (essential and desirable)

- Experience with MS office applications
- Excellent communication skills
 - Industrial project experience within a team
 - Experience with Autocad

ENVIROGEN COMPETENCES (plus other essential competencies)

Customer Focus
 Self responsibility and accountability
 Transparency and openness of action/communication
 Valuing differences
 Teamwork.
 Punctual completion of internal administration and reporting paperwork.

Completed by	James McGruther	Approved by	
Job Title	Lead Project Engineer	Job Title	
Date	04.04.22	Date	
Signature	<i>JS McGruther</i>	Signature	

I have read the above job description and can confirm that I understand and agree to work to its content.

Name	Signature	Date