## JOB DESCRIPTION

1. **JOB IDENTIFICATION**

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| Job Title: **Graduate Engineer** | Band: **B4** |
| Job Holder: | Location: |
| Profit Centre/Department: | Reports To: |

**2. KEY PURPOSE**

To provide technically appropriate and cost effective drawings, specifications, reports and engineering investigations to meet practical construction and/or tendering requirements.

**3. DIMENSIONS**

###### Annual Operating Budget: None

###### Authorisation levels: As per AM02 – Limits of Authorities

Assets Controlled: None

Plant & Equipment Controlled: None

Internal contacts: Engineering staff, Draughtsmen, Estimators, Project Managers, Construction and Maintenance field staff

External contacts: Consultants, Sub-contractors

###### Number of staff managed: None

Geographical area covered: Regional

**4. PRINCIPAL ACCOUNTABILITIES**

* Preparing technical documentation in accordance with the best engineering practice.
* Supporting the engineering aspects of projects in accordance with Electrix ISO 9001 system and Electrix Design Control Procedure OM19.
* Reviewing engineering work and advising on design outputs.
* Assisting with conceptual designs.
* Providing technical support and assistance to estimators, engineers, maintenance and construction staff, sub-contractors and project managers.
* Assisting with the technical aspects relating to procurement and subcontracting activities on specific projects as and when required.
* Carrying out and/or supervising tests/commissioning work of a technical nature as required.
* Ensuring the highest standards of Health, Safety, Environmental and Quality performance are achieved.

1. **JOB COMPLEXITY**

* Supporting the engineering related aspects of projects
* Technical developments applicable to Electrix projects.

**6. DEGREE OF SUPERVISION**

* Weekly progress reporting, assignment of work and prioritisation of tasks.

**7. EDUCATION**

* Bachelors Degree or Diploma in Electrical Engineering with studies in power systems.

**8. TECHNICAL KNOWLEDGE/SKILLS**

* Aptitude in engineering design.
* Analytical and problem solving skills.

1. **DECLARATION**

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| *I have read and agree with the information*  *provided in this Job Description.*  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Employee’s Signature  Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | *I have read and agree with the information*  *provided in this Job Description.*  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Manager’s Signature  Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |