



Role	ENGINEER (Electrical)
Date	March 2011
Purpose	<p>To price, plan, design, draw and, when required, project manage delivery of electrical projects, contracts and tenders utilising software applications where applicable</p> <p>To ensure that required Health and Safety standards are strictly maintained and adhered to.</p>
Reports to	Engineering Manager
Delegated authorities	<ul style="list-style-type: none">▪ None
Internal and External Contacts	<p>Internal</p> <ul style="list-style-type: none">▪ Management Team▪ Electricians▪ Supervisor▪ Site Manager▪ Administration and Finance Staff▪ Other relevant McKay personnel <p>External</p> <ul style="list-style-type: none">▪ Customers▪ Suppliers▪ Contractors▪ Customers or Customer Representatives▪ Tender Agents (Architects, Consultants, Main Contractors, etc.)



1 Key Result Areas

Key Result Area	Accountabilities	Outcomes
Tender and Project Design	<ul style="list-style-type: none"> ▪ Liaise with external clients to receive details of scope and specification of projects, contracts & tenders ▪ As required, add additional information to specifications re McKay's contribution to work ▪ Confirm details of projects, contracts & tenders such as type and size of equipment, drawings to be completed etc. ▪ Distribute specifications to and liaise with relevant McKay personnel and customers to obtain input into design, price and preparation of project, tender and contract plans ▪ Co-ordinate production of any necessary CAD drawings ▪ Draw up, process and complete all pertinent documentation including contingency plans, submissions, specifications, reports etc. ▪ Oversee and monitor electrical projects and contracts including but not restricted to all technical aspects, ordering and returns of materials and equipment, testing and commissioning etc. ▪ Ensure all contracts, tenders and projects are designed and carried out to the highest quality and standards and, when necessary , carry out review of unsuccessful contracts, tenders or projects ▪ Liaise with all appropriate McKay personnel on all relevant aspects of projects and tenders ▪ Keep up to date with latest products/pricing through relationship building with relevant suppliers 	<ul style="list-style-type: none"> ▪ All relevant design work, documentation and drawings completed accurately and on time ▪ All projects designed, completed and tested to required standard ▪ Maintain or improve turnaround time of projects and testing where possible ▪ All installations working to manufacturers specifications and customers required standard ▪ All unsuccessful contracts, projects and tenders reviewed and any improvements to process implemented ▪ Most up-to-date and cost effective products used for all projects and contracts
People Management	<ul style="list-style-type: none"> ▪ When required, support and oversee relevant staff on delivery of projects including construction crew 	<ul style="list-style-type: none"> ▪ All staff meet required standard of project, contract and tender delivery



Key Result Area	Accountabilities	Outcomes
	<ul style="list-style-type: none"> Supervise all commissioning and testing of functioning as required 	
Budgetary requirements	<ul style="list-style-type: none"> Review and oversee cost tracking against budgetary requirements for projects, contracts & tenders including dealing with all variations as and when arising 	<ul style="list-style-type: none"> All job are delivered on or under budget All variations dealt with promptly
Quality Control	<ul style="list-style-type: none"> Oversee quality inspection work in area of responsibility in accordance with all McKay's policies and procedures 	<ul style="list-style-type: none"> Zero quality issues reported by customers and no non-conformance issues raised
Health & Safety	<ul style="list-style-type: none"> Monitor all Health and Safety aspects on work site and discuss all concerns with relevant McKay manager 	<ul style="list-style-type: none"> All tenders, projects and contracts delivered in an efficient, safe and approved manner Downtime due to injuries continues to reduce All current Health and Safety legislation complied with
Team membership	<ul style="list-style-type: none"> Participate as a member of the administration team and in the wider McKay organisation 	<ul style="list-style-type: none"> Perceived as being an active and committed team member of McKay Electrical
Other duties	<ul style="list-style-type: none"> Undertake such other duties as the company may reasonably require 	

2 Competencies

Competency	Level
Technical Knowledge	High level technical knowledge in own area and expert in job; mentors others and recognises potential problems, implements technical initiatives and contributes to technical planning
Innovation	Comes up with and designs innovative or new ways to do things
Project Management	Project manages mid-sized projects, solving problems and influencing others to ensure successful completion
Planning and Organising	Able to plan work tasks and priorities for self and others. Efficient and productive use of time to achieve objectives
Prioritisation	Able to assess own and/or the team's work demands and prioritise effectively to ensure most urgent items are actioned, workload is monitored, juggles and negotiates when expectations cannot be met
Communication	Communicates ideas and information fluently to others and in a way which is well matched to the audience's needs and is easy to understand
Customer Orientation	Is active in ensuring the customer's stated needs are met and satisfied
Relationship Building	Interacts confidently with others, builds strong relationships through mutual respect, questioning and listening skills
Flexibility	Is open to change and adapts easily to new work demands and working conditions
Openness to People and Ideas	Openly considers, asks for and accepts others points of view, expresses own view in such a way to keep dialogue open
Problem Solving	Identifies everyday and more complex problems and finds appropriate solutions

3 Qualifications, Knowledge and Skills

Qualifications	Preferably degree in Electrical Engineering.
Knowledge/ Experience	5-10 years experience in a variety of industries, preferably Timber, Dairy, Power Generation and Distribution, Petrochemical, Marine or Infrastructure.
Skills (including Technology)	Electrical Distribution design knowledge. Automation understanding.