

## **Main Details**

**Name:** .....

**Job title:** Building Services Apprentice

**Department/Discipline:** Building Services

**Place of work:** 5 The Triangle, Wildwood Drive, Worcester WR5 2QX

**Line Manager:** MEP Technical Director

## **Principle Role**

To provide support to the Building Services team in competently implementing the requirements of individual project briefs.

To contribute to the success of the company.

## **Project Responsibilities**

Work as an integral collaborative member of a project team faithfully carrying out the tasks allocated, being mainly the preparation of design documents including models, drawings, schedules and calculations. Such duties include, but will not be limited to:

- Receive a briefing from senior staff, understand the briefing and referring back as necessary or as required.
- Prepare models, drawings, schedules, specifications to specified requirements. All work undertaken is to be checked, reworked if required and approved by an project team members prior to issue.
- Prepare calculations as instructed, associated with the project, preliminary calculations, final calculations. All calculations should be prepared utilising agreed methods.
- Obtain quotations for plant and equipment as necessary.
- Provide other members of the design team with pertinent information ensuring that it is in time to prevent delays to others.
- Ensure all output has been reviewed and fully checked before delivery.
- Employ a proactive attitude to working with colleagues.
- Use the company's software, NewForma and Filemaker, to record and issue information.
- Maintain document management of incoming and outgoing information in accordance with company QA procedures.
- Attend internal and external design team meetings, as required.
- Assist in the preparation of As-fitted drawings, log books and O&M documents.
- Generally, assist the team in the design and production aspects of projects in any way as requested.

## **Learning Commitment**

Attend College/University courses to be agreed.

Disseminate 'new' information to others.

Ensure your own continued professional development by reading appropriate journals and by utilizing the HIS information website to which the company subscribes.

Take a wider interest in the construction process and add value wherever possible.

## **Management Responsibilities**

Contribute to MEP team planning.

Ensure ONE maintains a positive profile and is proactive and consistent in its dealings with clients and contacts.

## **Business Development**

Assist in the production of bid documentation.

## **Core Activities**

Fully implement and/or cooperate in the implementation of the Company's Health and Safety policies & Quality Management Systems provided upon employment and as updated thereafter.

Contribute to the wellbeing of the Company by being always proactive in its development and improvement.

Carry out any other duty reasonably requested by the Directors.

## **Key Activities and Responsibilities**

Refer to the Person Specification for detailed technical skills and experience required for this position.

## **Review of Job Description**

This job description outlines current duties and responsibilities; however, it is subject to review and amendment in the light of developing or changing services and as part of the annual Individual Performance Review.



## Job Description for Building Services Apprentice

**NOTE:** This description is not intended to establish a total definition of the job, but an outline of the duties.

### **Confirmation of Agreement**

It is agreed that the duties and responsibilities identified above accurately reflect those required of the postholder.

**Employee Signature:** .....

**Name of Director:** .....

**Signed:** .....

**Dated:** .....

### Person Specification

Person Specification	Essential	Desirable
Qualifications	5x GCSE's at Grade C	
Knowledge and Experience		Experience in working in an engineering environment.
Skills and Abilities	<p>Comfortable and proficient in using ICT effectively including sketch design, engineering analysis tools, Microsoft Office tools, especially Word and Excel.</p> <p>Knowledge of controlling of outputs from CAD design systems</p> <p>Able to work autonomously and on own initiative.</p> <p>Excellent communication skills with demonstrable evidence of working to timelines.</p> <p>Excellent attention to detail.</p> <p>Ability to make decisions in a timely manner based on information and facts.</p> <p>Good presentation skills, both verbally and visually.</p>	<p>Experience of working within a team.</p> <p>Competent use of CAD design systems,</p>
Personal Qualities	Empathy, sympathy and a desire to understand and respond to problems and issues.	

Person Specification	Essential	Desirable
	<p>A positive and cheerful disposition.</p> <p>Well organised.</p> <p>Self-motivated.</p> <p>Confident.</p> <p>Team player.</p> <p>Ability and drive to deliver in challenging circumstances including working occasional unsociable hours where applicable.</p>	
Other Attributes	<p>Ambition to succeed through excellence in delivery.</p> <p>Prepared to travel within the UK and occasionally abroad.</p> <p>Keep up to date with innovative products and new legislation by attending regular CPD's.</p>	Potential for personal growth by developing technical, business and leadership skills.