

## Job Description

Job details	
<b>Job Title:</b> Project Engineer	<b>Location:</b> Head Office
<b>Contract Type:</b> Permanent	<b>Salary:</b> £24,000 - £28,000 Plus £1007.05 on-call/stand payment
<b>Hours of Work:</b> 37.5 h/p/w On-call/standby rota minimum of 65 midweek days and 26 weekend days annually	<b>Line Manager:</b> Managing Director

Gofer
<p>Gofer has played a leading role in the event, entertainment, commercial and leisure industry for many years. As suppliers of temporary electrical distribution, super silent generators and complete event management, Gofer is well placed to provide a one-stop package of services for any event or industry.</p> <p>We pride ourselves on providing a personal and professional service to all our clients. Seamless and reliable power throughout your event/hire is incredibly important.</p>

Job Purpose
<p>This role is an integral part of the team at Gofer providing project engineer support on-site. You will report to the Managing Director and work closely alongside the team to ensure that projects run smoothly on-site.</p> <p>With a strong technical background, you will take ownership for projects from the quoting stage to overseeing them on-site, whilst also providing technical support to the team and field-based servicing and support.</p> <p>The role will be based from Gofer HQ, with the majority of the role carried out away from the premises, the core working hours are Monday to Friday 8.30 - 5. However, due to the nature of the industry and the requirement to oversee the completion of projects and events, flexibility is required with working hours, and there is a requirement to work away from the premises during evenings and weekends.</p>

Main Duties
<p>Main duties are, however not limited to:</p> <p><b>Supervision</b></p> <ul style="list-style-type: none"> <li>▪ Taking responsibility for staff and sub-contractors on site where you are the senior member of the Gofer Team</li> <li>▪ Liaising and organisation of staff and sub-contractors on-site to ensure that tasks are completed to the high standard and within a safe and timely manor</li> <li>▪ Liaise with the Managing Director regarding on-site staff management</li> </ul>

### **Hire/Project Management**

- Provide quotes and organise the hire of equipment using the systems and procedures in place.
- Follow up customer enquiries and quotations in a timely manner.
- Raise required paperwork for the delivery/collection of hires and servicing.
- Organise and schedule Gofer employees and sub-contractors and crew to meet the requirements of the contract.
- Organise and schedule the transport to meet the requirements of the contact.
- Organise sub-rental of equipment.

### **Warehouse**

- Check stock levels of fuel parts and consumables
- Maintaining a tidy and clean warehouse space
- Prepping for events

### **Site**

- Installation of temporary electrical distribution
- On site engineer support
- Delivering and collecting generators and equipment from sites

### **Fleet and Generator**

- Servicing, maintenance and cleaning generators, vehicles and forklift
- Refuelling generators and plant
- Maintaining service records
- Ensuring the vehicle logs and documentation is completed and action taken as required

### **Equipment**

- Prepping and cleaning equipment
- Testing, inspecting and calibration of equipment
- Manufacturing and repairing equipment

### **Customer Service**

- Provide technical telephone support for clients
- Meet with clients face to face
- Networking to bring new customers and build up customer relations.
- Build customer relations to retain existing business and maximise sales and form new business.

### **Other**

- Maintain suitable documentation as required for equipment
- Any other duties as required to maintain a safe, clean and happy working environment
- Assist the Directors with any other duties as required
- Adhere and comply to BS7909 regulations

### **Responsibilities**

- Key holder
- Alarm call outs
- Responding to out of hours returns and collections
- Attending training, networking and promotional events to develop your role (Continued Professional Development CPD) and the business, these will be classed as exempt from overtime as they fall part of the additional responsibilities of the role.

## Person Specification

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>▪ Forklift, Counterbalance, Rough Terrain and Telescopic Load Handler</li> <li>▪ ADR (Carriage of Dangerous Goods)</li> <li>▪ Electrical qualification</li> <li>▪ Driving licence category B+E</li> <li>▪ BS7909</li> <li>▪ Manual Handling</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>▪ Electrical industry</li> </ul>	<ul style="list-style-type: none"> <li>▪ Generator servicing</li> <li>▪ Plant servicing</li> <li>▪ Vehicle maintenance</li> </ul>
<b>Knowledge</b>		<ul style="list-style-type: none"> <li>▪ Events industry</li> <li>▪ Temporary power</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>▪ People management skills</li> <li>▪ Multi-tasking</li> <li>▪ Good people skills</li> <li>▪ Able to work on your own or in a team</li> <li>▪ Time management</li> </ul>	
<b>Attitude</b>	<ul style="list-style-type: none"> <li>▪ Attention to detail</li> <li>▪ Reliable</li> <li>▪ Honest</li> <li>▪ Focused</li> </ul>	