

Job Description



Post title/profession:	Building Services Engineering Apprentice
Place of work:	Dartford
Hours of work:	Monday – Friday, 9am – 5:30pm
Salary:	TBC
Accountable to:	Line Manager/Director

Main purpose of role:

We are seeking a highly motivated individual to join our design engineering team in building services for design and development of residential and commercial projects on an apprenticeship basis. Designs include systems for heating, ventilation, air conditioning, drainage, lighting, power and controls. Buildings take on many forms from newly built facilities to the refurbishment of historic premises for every sector including healthcare (hospitals), education (schools, colleges, universities), workplace (offices), retail (shopping outlets) and leisure (hotels)

We offer a competitive salary that increases annually, 5 years supervised training and additional core skills development.

The successful candidate must have the ability to work within a team efficiently with a high level of precision, have strong interpersonal and communication skills. Attendance at university scheme will be achieved part time (day release) within our employment. Travel expenses will be covered.

Through the training provider, you will undertake Building Services Course (HNC or HND, or equivalent) during your apprenticeship.

General responsibilities within supervised employment will include, but not limited to:

- Use CAD systems both 2D and 3D Revit.
- Undertake calculations to support the design.
- Communicate effectively via phone, email and face-to-face with client, colleagues and contractors involved in projects.
- Plan effectively to ensure projects are delivered on time, to a high standard.
- Ensure that CAD drawings are prepared, stored, issued and archived in accordance with company procedures.

The job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variation are a common occurrence and cannot of themselves justify a reconsideration of the grading or salary of the post.

Benefits

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| - On site parking | - Pension scheme |
| - Flexible time, if needed | - Paid expenses |
| - Extra study leave, as required | - Hybrid working on occasion |

Person Specification

Criteria	Essential/Desirable
Qualifications	
Applicants must hold 5 GCSEs A-C including Maths, Science and English	Essential
Experience	
Knowledge in Computing and Design (or equivalent)	Essential
Knowledge & Attributes	
Analytical skills and be able to produce neat and accurate work	Essential
The ability to work in a team and individually	Essential
Effective communication skills to liaise with team members, clients, contractors and others involved in design process.	Essential
Time management and organisation	Essential
Ability to work well under pressure	Essential
Flexible approach to work and the ability to adapt to change	Essential
Driven and self motivated attitude and ability to use own initiative.	Essential