

Job title	Design & Estimating Engineer
Region	Dronfield
Reports to	Design & Estimating Team Leader

The Role

The role of the Design Estimator is to design and cost complex life safety and electronic security systems including, but not limited to, fire detection, voice alarm, disabled refuge, CCTV, access control, intercom, PA and intruder systems.

The role is responsible for reviewing client/tender specification documents and drawings, liaising with suppliers, using CAD software for the detailed design, costing the projects and drafting proposal documents.

The role will work collaboratively with the Business Development Managers, our clients, consultants, suppliers and colleagues, in order to ensure internal & external deadlines are met and that projects are accurately designed & costed.

Duties and responsibilities

- Responsible for progressing sales enquiries and tenders, requirements by working closely with Business Development Managers to ensure that customer requirements are understood
- Design any number of life safety and security systems plus any other integrated building system as specified within the Company's scope of work based upon customer requirements, specifications, drawings, and current standards
- Prepare proposals, quotations and tender documents for designed systems and ensure that assigned tenders are prepared on time and in line with company standards.
- Assess the security and fire risk factors influencing the design, to either enhance the design accordingly or to communicate back to the client
- Ensure that the content of all quotations and system design specifications are compatible with the requirements of all applicable technical and regulatory standards (i.e. EN, BS, HTM) and BAFE/NSI Codes of Practice
- Ensure adherence to all Company policies – including those for quality, health & safety and the management of false alarms
- Produce CAD design and construction drawings in line with company policies and procedures and ensuring handovers and deadlines are achieved
- Take an active role within the continuous improvement of Company systems to improve efficiency, quality and teamwork
- Travel to client or supplier sites within the UK and possibly overseas

No job description can be entirely comprehensive, and the jobholder will be expected to adapt and carry out such other duties as may be required from time to time, on the understanding that they will be within the individual's remit and capability, and consistent with the status and responsibilities of the role within the business.



Person Specification

Essential

- Good working knowledge of fire & security products and systems and with their features and limitations as well as design experience
- Good verbal and written communication skills, including the ability to design relevant systems, prepare cost sheets and proposal documents
- The ability to form good working relationships with colleagues, customers, and outside bodies
- The ability to understand and publish specifications and technical drawings
- Have good organisational and time management skills with good attention to detail
- Computer literate and proficient in all core Microsoft Office packages

Desirable

- Proficient in the use of the latest AutoCAD packages
- Up to date knowledge in respect of new technologies, technical standards, regulatory standards, which are relevant to the design process
- Good knowledge of installation requirements such that system design specifications give clear and unambiguous information
- Have a clear understanding of construction industry and tender related works
- Display initiative and work to improve our business processes & systems

We are an equal opportunity employer and value diversity. All employment is decided on the basis of qualifications, merit and business need

Group Compliance

As part of the company's compliance to The Health & Safety at Work Etc Act 1974, ISO9001 for Quality, ISO14001 for Environmental and ISO27001 for Information Technology, there are several key objectives that are issued each year upon management review that we expect all staff to work towards in order for the company to meet these objectives and include but are not limited to:

- Compliance to all legislative and British Standard requirements
- Compliance to associated accreditation bodies schemes from NSI, BAFE, LPCB, FIA and others as required.
- To maximise customer satisfaction with the services provided by GBE Converge
- Working to reduce, renew & recycle any waste on and off our sites including our offices
- To protect the environment and ensure use of toxic materials is avoided where possible
- Staff will work to a best safe practice and ensure that their actions do not cause harm unto themselves or others
- Staff will not tamper with any issued PPE or plant machinery that it may cause harm unto themselves or others
- To ensure all minimum training requirements are met in compliance with the relevant ISO standards.
- To ensure that any Information Technology 'incidents' are effectively reported and resolved in a timely fashion (internally or externally)
- Maintain clear desk and screen at all times.
- Compliance to ensure no deliberate breaches in security information and/ or systems

Working conditions

The role is based in an open plan office environment with multi-screen computer use. On occasion the role may require support at other office locations and at on site locations for design meetings with customers.