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| **TITLE** | Project Engineer |
| **BANDING SCALE** | TBC |
| **LINE MANAGER** | Service Manager |
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| Job Summary:Stone Marine Services are recruiting for a Project Engineer who will be based at our facility in Inverkeithing. The role is to provide engineering and technical project support within the service department to ensure projects are delivered on time, within budget & efficiently. You will be working in a fast-paced, challenging environment across a variety of marine projects. This will include different projects types ranging from Royal Navy Warships and support vessels to large scale rig work and ship overhauls, specifically underwater repair. This is an exciting role that demands a high degree of engineering expertise and we would encourage candidates who have experience in the marine environment. Stone Marine Services have an enviable reputation in ship repair globally with customers worldwide. We have a diverse portfolio of contracts, cooperation’s and clients which offers an exciting long-term opportunity for the right candidate.  |
| Responsibilities:* To have the technical knowledge and understanding of full product range SMS offer in order to deliver service projects on time, within budget and efficiently.
* Undertake role of Project Lead to include preparing, scheduling, coordinating and monitoring all assigned projects
* Liaising with clients to communicate project updates
* Develop and deliver project objectives by reviewing project plans, resolve problems and coordinating activity
* Determine project tasks and produce project plans to meet contractual obligations
* Ability to read and interpret technical drawings and detail, investigate work instructions and agree correct work scope in accordance with requirements
* Ensure all technical documentation is controlled, maintained and updated as required in accordance with company Quality procedures in relation to the specific project being owned
* Produce Risk Assessment’s & Method Statements as part of Health & Safety regulations.
* Review and analysis of technical information included in service reports to ensure both technical and commercial content are in compliance
* Produce clear, accurate and defined Scope of Work Instruction to Sub-Contractors
* Ensure technical requirements are agreed at SMS tool box talks that encompasses the requirements of the agreed work scope, ensuring the designated engineers are competent and fully aware of the expectations laid upon them
* Respond to service requests internally within agreed operational procedures & service level agreements
* Ensure Project Plan is delivered to the Contracts Manager for distribution in accordance with contractual requirements and deliverables (KPI targets) where applicable
* Build and maintain relationships with key sub-contractors to ensure correct and timely delivery of goods
* Process enquiries & orders that are required by customers in accordance with existing commercial based procedures
* Liaising with store personnel & accounts department to ensure timely dispatch & invoicing of goods compliant with company quality procedures
* Check and amend where required all invoicing prior to being released to the SMS accounts department
* Liaise with service and workshop department management to ensure project tasks and planning meet specific project requirements and communicate potential issues, agree resolutions and implement
* Prepare costing and lead-times for all new build/major overhaul activity ensuring that the information collated meets the operation and type of unit requirements being correct in fit, form and function (technical drawings, previous WI support documentation etc) and liaise with Sales Director/Service Manager for final submission to customer
* Ensure SMS Contracts Manager/Sales Director is included in all contractual matters and is updated on a regular basis
* Implement, adhere & promote the requirements of the current Quality Management System in place (Currently ISO9001:2015)
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| Requirements:* Commercial awareness regarding meeting tight deadlines and targets
* Experience of working in an organised engineering environment, demonstrate high motivation and adaptability with excellent interpersonal skills
* Experience of core project management techniques
* Strong awareness of engineering principles, preferably Marine
* Awareness of common project challenges
* Advanced skills in Microsoft Office Outlook, Word, Excel, Powerpoint, MS Projects & SAP
* Excellent organisational skills and work well in a team environment to achieve objectives
* Work efficiently to complete objectives and react accordingly to changing priorities and workloads
* This position requires a person who is willing to visit sub-contractors to ensure that the quality of the product is maintained to the highest level of quality to meet classification requirements where necessary
* This may involve travelling to their premises on a regular basis and potential overseas travel
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| Note:Due to the nature of the role, there will be a relative amount of additional requirements to work out with normal working hours, in order that a professional and timely service is provided.  |

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| Working Hours: | Monday to Friday 8.30am – 5.00½ hour lunch time unpaid |