

# Engineer (Graduate)



**Department:** Engineering

**Reports To:** Engineering Manager

## Job Purpose:

The Graduate Engineer is responsible for providing design assistance and administrative engineering support for an organization. Duties include designing 3-dimensional models and prototypes, producing detailed drawings, assisting in tender proposal submissions, and documentation for product compliance.

They are responsible for managing product literature and crib sheets and generating bills of material (BOM). Graduate Engineer's also assist in defining product specifications and liaise with stakeholders to obtain design approval. They must possess knowledge in using design software such as Solidworks.

## Main Responsibilities:

**(Overall responsibilities, delegated authorities & accountability)**

- Assist the project management team to convert client engineering requirements into detailed defined instructions for the procurement and production departments.
- Establish cost effective design packages for the satisfaction and timely completion of manufacturing and inspection activities ensuring compliance to quality, engineering, and safety standards.
- Perform stress analysis calculations.
- Provide quotation data in the form of layout drawings and technical assistance.
- Attend internal design reviews.
- Assist in the development of design standards.
- Participate in training and personal development.

## Client Interaction

- Participate in client interface meetings to support the sales and project engineering departments.
- Support client site visits, this may involve a proportion of worldwide travel.

## Quality Assurance

- Adhere to Company procedures.
- Design to British and ISO Standards.
- Participation in internal audits if requested.

**Health & Safety Responsibilities:**

- Take reasonable care of your own health and safety.
- Take reasonable care not to put other people - fellow employees & members of the public at risk by what you do or do not do in the course of your work.
- Co-operate with the Company, making sure you get training, and you understand and follow the company's health and safety policies, procedures, and work instructions.
- Not to interfere with or misuse anything that has been provided for your health, safety, or welfare.
- Report any injuries or illnesses you suffer as a result of doing your job.
- Report any incidents, near-misses, or safety concerns you see in the workplace.
- Tell your employer if something happens that might affect your ability to work (e.g., becoming pregnant or suffering an injury)
- If you drive or operate machinery, to tell your employer if you take medication that makes you drowsy - they should temporarily move you to another job if they have one for you to do.
- Ensure correct PPE is worn if on the shopfloor.

**Environmental Responsibilities:**

- Understand and ensure measures designed to minimise environmental impact as a business is adhered to as per the company Environmental Policy.
- Adhere to & follow environmental initiatives in place at MSCM, e.g., Recycling, printer usage.
- Tell your employer if you wish to report an environmental matter concerning the business.
- Consider environmental elements when covering design requirements in relation to company procedure.

**The Person:****Experience & Personal Attributes:**

- Associated Degree or working towards.
- Oil and Gas Industry experience. (desirable)
- Experience of pressure retaining components.
- Should be mechanically biased.
- Fully conversant with Solidworks & Microsoft Office
- Flexibility in responding to critical deadlines.
- Knowledge of British Standards for Engineering Draughting
- Good verbal communication skills.
- Good writing skills, with the ability to write technical reports and procedures for Clients.
- Good attention to detail
- Efficient, well organised, and able to communicate at all levels.
- Desire to work as a team with a result driven approach.
- A self-motivated, proactive individual.
- Ability to work unsupervised – self-motivated.