Role definition

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| Job title: | Apprentice Electrical Engineer | | |
| Reports to: | Associate | | |
| Direct reports: | Senior Electrical Engineer | | |
| Business unit: | Baker Hicks (Elec) | Location: | All Locations |

Summary

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| Responsible for generating good quality, accurate Electrical Engineering designs, and work to instructions under the supervision of Engineers and Senior Engineers. |

Key objectives

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| * To provide Electrical Designs tasks for a range of different building types and materials * Can carry out discrete tasks and can manage their own time appropriately * Responsible for producing engineering outputs including calculations, schedules, drawings and details under the supervision of an Engineer and Senior Engineer. * Able to work within a team, with good interpersonal skills |

Principal responsibilities and accountabilities

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| * Learn from, and be mentored by, senior members of the Engineering team * Learn and apply electrical calculations to ensure standards and legislative requirements are met through good quality electrical design techniques under supervision. * Learn to use computer software including Amtech, Dialux and other industry standard software to generate electrical designs under supervision. * Learn to produce schematic, general arrangement and detailed drawings in accordance with drawing markups and relevant standards under supervision. * Learn to ensure the production or updating of electrical design deliverables is carried out to a high standard in accordance with company procedures * Work closely with other members of the design team to help deliver a quality product * Learn about design co-ordination, and how it relates to other disciplines * Develop an appreciation of the company philosophy of Perfect Delivery * Develop an appreciation of the company QA procedures, and learn how to check their own work prior to submission to their supervisor * Help with the registering and document control of incoming information and outgoing deliverables. * Help with office and project filing and maintaining records * Develop positive relationships with colleagues through good professional conduct * Attend in-house courses and seminars * Be willing to learn new design trends / design techniques (BIM etc.) * Be a good member of the team, and be willing to work extended hours on occasions if required |
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Person specification

Qualifications and training

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| * High School education – 5 good grades (C or above E&W, 3 or above Scot) including Maths, English, Science * Btec/ NVQ/ equivalent A-Levels/Highers to enter direct to HNC/ HND Day release (optional) * Full UK Driving Licence |

Technical skills and experience

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| * Ability to work under the supervision of an Engineer and Senior Engineer to produce electrical engineering design deliverables. * Be willing and able to develop an outline appreciation of CDM regulations, and how they relate to the tasks under their remit. * Be willing and able to learn and develop knowledge of current UK technical standards/publications and legislation requirements * Be willing and able to learn and develop knowledge of standard details and solutions, and compliance. * To have basic proficiency in the use of Microsoft Office including Word, Outlook and Excel * Be a good team player   **Personal abilities:**   * To be a good learner, and able to pick up new tasks and ideas readily * Ability to work accurately and methodically, under the supervision of an Engineer and Senior Engineer * Good interpersonal skills |