

## Position Description

### Senior Building Services Engineer (Fire Protection) – Victoria

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#### About Nutbrook Group

Nutbrook Engineering Group is growing, and so too is our reputation as an independent provider of quality specialist services for built environments.

From our humble beginnings in Sydney 10 years ago, we now have offices across Australia, an expanding team of passionate people and an increasing number of interesting clients.

We combine the nimble decision-making of a small business with the broad capability and standards of a much larger one. We go beyond the boundaries of a 'typical' engineering company to deliver services that exceed our clients' expectations.

With that comes the opportunity for our people to take responsibility for their projects, build strong working relationships and bring new ideas to the way we do things.

We believe in treating everyone with respect and are committed to helping our people stay at the top of their game. Because when you're at your best, you can achieve your best.

This is backed by an ongoing professional development program, flexible working and genuine support for the hybrid home/office model, generous annual leave entitlements and a great employee incentive program.

#### The role

We are seeking an experienced senior engineer with a **Design/Project Management and Consultancy** background to share our vision to work from our Melbourne office. The person in this role will lead a variety of projects, from inception through to completion.

You are technically astute and committed to providing quality outcomes for our clients. You are professional, self-motivated, confident, and willing to go the extra mile.

#### Responsibilities

- Act in the capacity of Sector Subject Matter Expert.
- Execute work from inception through to completion in accordance with Nutbrook Integrated Management System (Quality and Safety).
- Ensure projects comply with the Integrated Management System.
- Adhere to the company values (below), the Ethical Code of Conduct, and our other internal policies.
- Ensure current projects are regularly monitored to identify, treat and re-evaluate project risk.

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- Peer review engineering projects at set milestones to ensure the best possible outcome for Nutbrook Group and our clients.
- Act as a mentor to new and existing Building Services Engineers (BSE) to reduce operational and financial risk to Nutbrook Group.
- Take ownership for the execution/delivery of projects.
- Develop and maintain:
  - Cost plan, program and meeting minutes.
  - Communication plan (as required).
- Liaise with the client on all matters relating to the project.
- Manage the tender and tender evaluation process as required.
- Chair PCG meetings on behalf of the client.
- Act as the project Subject Matter Expert for all matters relating to the project.
- Co-ordinate with third parties to achieve the desired outcome.
- Submit project status reports as agreed with the client.
- Validate and process payments on behalf of the clients (if required).
- Attend site, monitor site progress and ensure the project meets legislative and health and safety requirements.
- Manage all testing and commissioning associated with the project (if required).
- Manage projects defects as required (if required).
- Manage the project close out (if required).
- Close out project financials (internal and external).
- Carry out a project 'wash up' with the contractors and client (as required).
- Issue a client survey to comply with ISO requirements.

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#### Essential skills and experience

To be considered for this role, you must have:

- Consultancy experience in Building Services (Design, Project Management and Consultancy) with a minimum of 10 years' experience in managing/leading projects.
- A high-level understanding of the entire project life cycle from the concept to completion.
- Ability to develop strong relationships with clients.
- Degree qualified.
- Registered, licensed and accredited to a recognised organisation.
- Excellent communication skills.
- Exceptional personal presentation.
- Proven organisational skills – organising your own and work and the workloads of others.
- An outgoing personality with the ability to think outside the box.
- Knowledge on relevant Australian Standards and the Building Code of Australia.

If you'd like to apply for this role, we'd love to hear from you. Just email your CV with a cover letter to [info@nutbrookgroup.com](mailto:info@nutbrookgroup.com) We read all applications and will treat yours with respect.

#### Nutbrook Group's core values

- Create ideas.
- Tell it like it is, be informed.
- Deliver when we say we will.
- Be flexible on everything but quality.
- Be passionate, loyal and respectful.
- Always give your best.

As a part of our team, you will have an individualised program of professional and personal development that empowers you to excel. The richness of our culture and environment is central to how we achieve our success.