



BERKA Solutions

Berka Solutions Ltd

Job Description – Lead Project Engineer

Company Info

Berka Solutions Ltd is a privately-owned consultancy firm.

Our vision is to build a solutions based business that delivers real and tangible results for clients using non-complex continuous improvement methods in areas of engineering, facilities, life science, operations and management across Ireland and Europe.

Our processes are strongly based in continuous improvement methodologies and face to face coaching and mentoring in a collaborative style with clearly defined inputs and desired outputs.

Our business objectives are structured in five key areas

- Relationship – All relationships will be based on integrity, honesty, trust, engagement and development.
- Solutions Delivery – All operations of the business will be focused on continuous improvement with the ambition to solve business problems.
- Commercial success – All operations must be based on sound commercial principles.
- Compliance – Our service will meet and exceed compliance requirements and be structured in clear policies and procedure in an open and transparent manner.
- Innovation – Change is constant, and core to Berka Solutions will be the ability to adapt, evolve, innovate and continuously improve, and in doing so bring innovation to our clients.



Role – Job Description

- To provide project engineering, supervision and management services to our strategic client.
- To provide project co-ordination, administration, facilitation, implementation and management of the project activities and contractor management as directed by the Managing Director with matrix reporting to the client P & FM Client Lead.
- Carry out weekly and monthly client reporting, to manage / evaluate / deliver portfolio projects and be a direct client interface for project management matters across the project portfolio.
- Ensure that all projects are delivered on time, within budget in a compliant manner.
- Ensure robust governance of project portfolio and provide leadership and commitment to the Client program/project management activities.

Role – Lead Project Engineer

- 1.** Reporting Line – The Lead Project Engineer will report to the Managing Director
- 2.** Direct Reports – The Lead Project Engineer will manage a team of specialist contractors (AVC, Furniture, IT, Building Fabric, moves), as well as interacting daily with consultants and Main contractor as the client representative on the ground.
- 3.** Location – Derry and Client branch sites. The primary project will require two to three days on site in Derry. The remainder of the time will be across a branch network primarily in Ulster and Leinster for smaller refurbishment works.
- 4.** Status – 12 month Fixed Term Contract
- 5.** Accountability - Day to day supervision, management and leadership of the Client Project Portfolio ensuring compliance, exceptional service delivery and on time/on budget compliant delivery.

As part of the client team, you will be expected to hold the integrity and reputation of the business in the highest regard.



Responsibilities

- Ensure all projects deliver on their planned benefit to the client, and quality, time, scope and costs are measured and controlled
- Ensure that the key contractors, consultants, stakeholders and their teams adhere to their roles and responsibilities in delivering on time on budget project delivery.
- Ensure all project solutions are of the highest compliance, quality and safety standards.
- Communication and engage, formally and informally, daily with the project teams.
- Take responsibility for managing any issues arising through the Project lifecycle.
- Ensure clear understanding and map each project criteria encompassing the objective, benefits, stakeholders, requirements, scope (in/out), assumptions and constraints, timelines, quality and budget.
- Provide co-ordination and facilitation to the project teams
- Ensure that resource planning and scheduling is in place on a weekly basis for the efficient and productive delivery of projects
- Communicate any compliance or client concerns to both the Managing Director and Client Lead in good time. Officially escalate concerns if necessary.
- Issue weekly and monthly reports detailing key performance indicators in relation to project objectives
- Play a leading role in ensuring all quality, health, safety and environmental business responsibilities are met on a day to day basis.
- Adhere to the Company Safety Statement, site safety rules and all safety regulations.
- At all times wear appropriate PPE including but not limited to Berka Solution branded and supplied safety helmet, safety glasses/goggles, gloves, safety boots, and hi viz garments.
- Monitor and audit project sites for compliance and project delivery
- Seek to find continuous improvements and sustainability opportunities through-out the lifecycle of the project portfolio.



- Be an ambassador for Berka Solutions through exceptional performance, positive values and behaviors, insightful investigations, clear communications and collaborative team development.
- Attend weekly and monthly meeting to review project goals – play an active role in project compliance and growth
- Meet with clients on a weekly and monthly basis to review performance, receive and provide feedback and build a trusting partnership.
- Ensure that all projects are financially managed and invoiced correctly and ensure no overspends.
- Assist the FM team in building the necessary maintenance regime and update of the asset register
- Prepare and issue incident / significant event report for the client on Project compliance issues which could result in customer impacts
- Ensure complete hand-over processes are complete for each project.
- Provide positive governance to the project portfolio through communicating and espousing the values of the business in a positive and proactive manner
- Support the project portfolio commercial management through, estimating, contract negotiations, cost management, and billing process.
- Support the Berka solutions strategy of continuous improvement, growth and retention of new and existing business through the development of long-term client relationships
- Be flexible and willing to carry out other duties as may be assigned to you by the Company from time to time. Such work can be outside the area of your normal duties



Training & Qualifications

- Experience of Project Engineering, supervision and management.
- Fully PC literacy and experience using Microsoft Office, Building Management Systems, Microsoft Office Project, CAD and CMMS database systems.
- The ability to produce clearly written reports and present to a diverse stakeholder group in a clear and concise manner.
- Have a clear understanding and experience in scheduling, planning, budget management and project management activities to agreed service level requirements.
- Have previous experience in project management preferably in the Facilities Management industry with the ability to communicate at all levels to the stakeholders involved.
- Have a third level qualification or equivalent Trade qualification with industry experience in a technical discipline and have experience in the project management of Building Fit-out and construction including Facilities containing HVAC, BMS, generation, UPS, electrical, mechanical, water, and fire alarm, systems with a full knowledge of current electrical / mechanical and relevant current statutory regulations. This qualification should be to a minimum standard level 7 degree.
- Be competent in man management in a supervisory role and be able to communicate effectively to staff /service providers and client alike.
- Experience in Continuous Improvement process an advantage
- Hold a current valid driving license



Behaviours & Objectives

1. Our people are at the core of our business and we only accept the highest values and behaviours

- Integrity – Doing the right thing even when no-one is watching
- Honesty – Always tell the truth in words and actions
- Responsibility – Take ownership for your actions
- Respectful – listen to others, and engage positively with them
- Team work – work collectively to a common goal
- Consistent & Reliable – take pride in your workmanship, always.
- Customer focus – Go the extra mile for the customer

2. Negative behaviour we will not accept – Discrimination, Disrespect, Lying, Bullying, Deception, Complacency

3. Our Objectives drive us to improve each and every day

Compliance - Safety, Health, Quality, Environmental and Sustainability

- Everyone (employees, and customers) goes home every day safe and healthy
- We are pro-active in ensuring a compliance and sustainability culture
- We are compliant with our regulatory and compliance obligations
- Our workmanship is professional and of the highest standard
- Our service and customer engagement is exemplary
- Our documentation is flawless, accurate and audit ready
- Our Environmental and Sustainability legacy will be a positive one

Service Delivery

- Our day to day duties are carried out to the highest quality standard, consistent, resilient, standardised and with our customer at the centre of each and every task
- We plan, schedule, communicate and deliver to our customers every day
- We work collectively and in collaboration with others to delivery exceptional service
- We seek to constantly improve in a creative yet structured manner to achieve Operational Excellence



Customer Care

- Before, during and after each task we talk, listen and engage with the customer to deliver exceptional quality workmanship to meet their needs.
- We treat every individual with respect and seek to improve their workplace through our actions.

Reference Checks required

As we grow, we adapt. As we adapt, we learn. As we learn, we create our stories.