



## PERSONNEL JOB DESCRIPTION

<b>REFERENCE NO.</b>	<b>PEMS-01-JDS13-Rev01</b>
<b>POSITION</b>	<b>Graduate Engineer</b>
<b>SALARY</b>	<b>£25 - £30K p/a</b>
<b>TITLE OF SUPERVISOR</b>	<b>Senior Design Engineer</b>
<b>LOCATION</b>	<b>Inverness Based &amp; Sites throughout Scotland</b>

### COMPANY SUMMARY

Proterra Energy designs, installs and maintains renewable energy systems. We have a strong focus on hydropower and offgrid systems but with an increasing project base including solar, wind power and diesel generators. Our projects can be located throughout Scotland but much of our work is in the Highland Region.

Most of our projects are unique and we work with Clients to develop solutions that give them the potential to meet their energy requirements, whether these are base energy systems for offgrid Clients or, increasingly, grid tied systems that allow them to manage their own generation locally.

We work as a team, using our combined experience to provide innovative solutions. We challenge each other and we learn from each other. Our work can be fast paced in order to meet deadlines (which may include the tide!)

### POSITION SUMMARY

Following a successful summer placement, we would like to employ a graduate engineer on a full time contract. The graduate engineer will lead on the company's servicing and site installation work on projects throughout Scotland. These include operational renewable energy schemes (hydro, wind & solar), off grid renewable systems, and backup diesel generator locations.

Working as part of a small team of operational and office staff, you will be involved in all aspects of the Company's projects from sales through to delivery. We are looking for candidates with a keen interest in engineering and how it can be applied to modern day challenges in the renewable energy sector.

A primary focus of the role will be office based activities, supporting the Senior Design Engineer on engineering designs for hydro, wind and solar renewable systems, both in an offgrid and grid tied scenario. This will include analysis of site survey data, energy generation and consumption modelling, preparation of supporting documents for consenting, technical reports and drawings.

The position will involve some travel and work on the various sites that the company operates at although this will not form the majority of the time spent in the role. Site based activities could include surveying and design visits, assisting engineers with installation projects, amongst others. This could involve working away from home for short periods at a time.



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### KEY DUTIES & RESPONSIBILITIES

Key responsibilities for Installation / Maintenance Projects to include:

- General Project Administration
  - Own Health & Safety Responsibility.
  - Responsibility for communicating with colleagues, office based and on site.
  - Supporting the preparation, completion and submission of project site based paperwork which might include:
    - Job Worksheets.
    - Risk Assessments.
    - Site Diary.
    - Delivery notes.
    - Drawing notes.
- Design
  - Assisting Senior Engineer with design and installation projects
  - Design drawings
  - Data gathering and analysis using spreadsheets
  - Planning Applications and Regulatory Licencing,
  - Use of online database (Sitelink, Canmore, SSE GIS, Hydroelectric Planning Tool) and 3<sup>rd</sup> party GIS systems
  - Technical Report writing
- Engineering & Construction
  - Reading & Interpreting Drawings.
  - Assist with renewable installations & servicing
  - Preparation of plans and drawings of key elements
  - Liaising with colleagues on the timely ordering and delivery of materials.
  - Assist in the preparation of project budgets and timelines.

### MINIMUM LEVEL OF EDUCATION

HND or higher qualification in an Engineering Discipline (Civil, Mechanical or Electrical)

### MINIMUM EXPERIENCE & SKILLS

CVs must have and be able to demonstrate the following:

1. Experience working an engineering setting (for example industrial placement or post graduate experience).
2. Technical Report Writing
3. AutoCAD (2D drafting)
4. Microsoft Office skills including Word, Excel & Powerpoint
5. Basic Knowledge of Renewable Energy Technologies
6. Clean Driving Licence
7. The right to live and work in the UK
8. Professional in all Circumstances



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### Preferred Skills

1. Experience using AutoCAD or similar.

You would need to be able to demonstrate the following:

1. Ability to work flexibly as part of a small team and as determined by business requirements
2. Good oral, written and presentation skills, ability to communicate with colleagues at all levels
3. Ability to use own judgement to make and take responsibility for decisions

The right candidate can expect a competitive salary, contributory pension, with a company phone, laptop and where applicable use of a company vehicle. Full PPE will be provided. 33 Days Holiday (incl Public Holidays), Flexi-time & Toil Based Working