

JOB DESCRIPTION – SALES ENGINEER

MAIN DUTIES:

- Undertake CAD drawing and design work to assist with commercial and domestic sales projects.
- Attend sites to survey, design, and draw flue systems and related items and ancillaries.
- Liaise with FlueCraft engineers, manufacturers, suppliers, architects, contractors and clients to ensure that all designs are within specifications and compliant to regulations and industry best practice.
- Support and liaise with all involved FlueCraft personnel and external contractors to ensure that all commercial contract projects are carried out safely, cost effectively and efficiently.

GENERAL DESCRIPTION:

- Attend the Andover office usually two or three days a week to produce and process site survey notes, design drawings, site survey photos, risk assessment and method statement documents, general contract administration, liaise with the Sales Manager and others to ensure that your contracts requirements are all in hand and well communicated.
- Liaising with architects and CAD technicians externally to upload FlueCraft drawings and to download the relevant project drawings.
- Monitoring all alerts to ensure that we have access to the latest drawing versions and have analysed these for any clashes or anomalies. Effectively communicating via email any issues to be resolved and maintaining a record of all communication in appropriate project folders electronically.
- Undertaking 2D / 3D CAD and other design packages as required or appropriate.
- Taking and processing enquiries – whether your own leads or taking sales office telephone enquiries for example – recording all relevant details accurately and immediately uploading these onto the enquiry system for monitoring and progressing and assignment to an engineer.
- Attending sites and site meetings to carry out surveys, take photographs and compile a set of survey notes from which to produce a design solution or to assist with satisfying live project requirements such as dealing with snagging issues etc.
- Producing provisional designs from drawings or information available if a site visit is not appropriate or possible at that stage.
- Prioritising projects in line with a range of factors such as level of urgency, safety, key account or repeat customer or one off customer, time available etc.
- Discuss and agree project practical detail with the engineer, customer / builder and collect all possible data and information including photos, access requirements, flue route, wiring routes, noise issues, visual impact issues, fuel issues, building regulations requirements, minimum distance from combustible materials, making good and roofer's work issues, other builder's work requirements, full and comprehensive dimensions from all angles so that a repeat visit will not be necessary and all information will be available later on.
- Using the information gathered to produce a basic design solution or choice of design solutions. From the design solution extrapolate a list of services and materials such as access provision, installation labour days, hired plant and equipment, sub-contracted special services (wiring, gas, asbestos etc.), CCTV survey and report, survey and administration, transport, contingencies and any other goods or services or provisions as necessary.
- Carrying out site audits while the project is live to check progress, quality, health and safety, and attending after completion where possible to audit final quality and addressing any issues. Complete a Site Audit Sheet and pass to the Installations Manager to assist with quality and health & safety monitoring.
- Undertaking sizing calculations using software such as Kesa Aladdin and Exodraft.

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GENERAL INFORMATION:

- The standard working hours for this position will be set out in the contract of employment.
- The standard holiday entitlement is 20 days plus Bank Holidays. Some of these days will need to be reserved for the shut-down break between Christmas & New Year. (3 or 4 days depending on the year).
- A full and valid driving license is essential to the role.
- A laptop is provided for the role.
- You must carry a full set of PPE including site-gloves, eye protective glasses, ear defenders, hard hat, site-boots / shoes, high visibility over-vest, hard hat, dust masks and adequate survey kit at all times.
- As this post requires daily dealings with customers, visitors and contract customers, a smart professional appearance is essential at all times.
- PPE such as high visibilty vest, safety boots, hard hat must be worn on building sites at all times.

Whilst on site you are representing FlueCraft Limited , and as such you are expected to conduct yourself in a polite and professional manner at all times.

COMPANY POLICIES & PROCEDURES / HEALTH & SAFETY GUIDANCE DOCUMENTATION:

- Copies of our Company Handbook and Health & Safety Guidance documentation are provided upon commencement of employment.
- Further clarifications, advice, documentation, templates, materials, equipment (as appropriate), are available on request; paul.kennedy@fluecraft.co.uk

Signed in acceptance _____

Name _____