

Mechanical Engineer

Negotiable

The Mechanical engineer is a new position that has been created because of the great growth that Urban energy Australasia has enjoyed over the last twelve months. This position forms a key part of our strategy to strengthen customer service and values and achieve our objectives and goals for reduction in our carbon emissions for our planet.

The Mechanical engineer will be a key member of the design team, and will be responsible for the preparation and design of certification of new renewable energy systems.

The successful applicant will required to develop, track and prepare correspondence; build strong relationships with Urban energy's clients. Develop a comprehensive knowledge of government policy and ensure systems and installation processes are maintained within service performance levels.

The successful must have exceptional focus on quality, and attention to detail, process comprehensive communicating skills both in written and face to face conversations. Tertiary qualifications and practical experience in this position or a related industry is a key criterion.

A full position description relating to above vacancy is listed below. For further information contact Simon Bennallack, 1300 66 99 81 or email simon@urbanenergy.com.au

Position Description

1) Position details

Position Title: Technical service manager

Office: Sydney Office

2) Organizational Relationships

Correspond with briefings with National Manager

Contractors for which this position is responsible:

Will be responsible to relay all relevant information to the project managers and installation teams on a National level

Titles of positions which to this position:

All technical staff and installation team members in each state and territory

3) Primary Purpose of Position:

This position is responsible for the design and development of Innovative and market leading solutions for the local and international market. It would also be the responsibility to timely and accurate distribution and preparation of correspondence, and technical material. Technical service manager is responsible for ensuring that this material is of the highest quality, consistent, comprehensive, relevant, and accurate. Confidentiality, maturity and high ethical standards play an important role at all times.

4) Positions Objectives

The major objectives to be achieved by the technical service manager are:

- Ensure that all proposals are produced in the correct timeframes, in the correct format and with all relevant information included.
- Preparation of correspondence to a high standard of quality and accuracy with the emphasis on “plain English”
- Build strong relationships across the large and devours client base of Urban energy and provide a clear channel of communication to reduce the escalation of issues
- Day to day activities of effectively coordinated to meet set deadlines despite varying demands on available time
- All duties performed to a high level of accuracy with attention to detail

5) Position Accountabilities

- Coordinate, review and prepare performance reports on currant and developing systems for General manager and CEO
- Develop expert knowledge of key issues, polices and criteria of certification and approvals of individual systems
- Draft correspondence for any changes ,ensuring specific issues addressed in plain English, in an unambiguous manner, and providing the receiver with accurate information that is easily read and understood.
- Ensure correspondence tracking systems is kept up to date and accurate and that weekly reports are generated and distributed
- Ensure that all proposals are met with high priority and are including accuracy and consistency
- Maintain the highest ethical standards, exercise discretion and maintain confidentiality on sensitive issues
- Deliver a high level standard of customer service, in the design and construct of a system custom designed for them

6) Authority to Act

- The Technical service manager has the authority to take any reasonable steps to ensure that the smooth flow of operations is maintained providing the actions are consistent with the responsibilities of the position.

5) Essential Criteria

- Relevant tertiary qualifications in Mechanical engineering
- Proven written and oral communication skills
- High level liaison skills
- Be able to use Cad
- Ability to priorities, exercise initiative, cope under pressure and meet deadlines and excellent organizational skills