

JOB TITLE

Graduate Technical Engineer

| | |
|---|---|
| <p>Key role objective</p> | <p>The principal function of this position is to download, and process data gained from our monitoring instrumentation and producing monitoring reports. As part of the role, Graduate Technical Engineer would be required to assist the Technical Manager in preparation of factual reports and installation drawings.</p> <p>WJ Groundwater offers an extensive training and development program which will commence after individuals complete their probationary period. Company Induction, Initial basic training & PPE issue will be provided from commencement of your employment.</p> |
| <p>Reports / Responsible to</p> | <p>Technical Manager (Line Manager)</p> |
| <p>Key areas of responsibility</p> | <p>Downloading and processing monitoring data:</p> <ul style="list-style-type: none"> • Download data remotely from our fleet of data loggers • Process data using Microsoft Excel • Assist in preparation of monitoring reports • Assist in creating and maintaining monitoring dashboards <p>Preparation of factual reports and installation drawings:</p> <ul style="list-style-type: none"> • Assist in writing design statements and producing pumping test reports • Prepare key associated documents notably AutoCAD produced section and layout drawings. <p>On site data collection:</p> <ul style="list-style-type: none"> • Make site visits to collect information and gain understanding of dewatering systems • Undertake site walkover surveys and Water Feature Surveys • Assist in preparing of Hydrological Impact Assessments <p>This list is not exhaustive, and you may be required to undertake various other duties as may reasonably be required of you at your initial place of work or at any of the company's establishments or sites.</p> <p>Target deliverables: As guidance, the specific deliverables within 6 months of commencement would be as follows:</p> <ul style="list-style-type: none"> • Produce a set of monitoring data (e.g. flow & drawdown graph) from a project in hand • Demonstrate attention to detail in data processing. • Prepare key cross section and layout drawings using AutoCAD software. |



| | |
|--|--|
| Qualifications & Experience | <p>A degree (or equivalent) in a relevant engineering discipline.</p> <p>Excellent verbal, interpersonal skills, and written communication skills - the ability to communicate complicated and sometimes sensitive concepts is an essential requirement</p> <p>Competent user of Microsoft Word and Excel.</p> <p>A basic knowledge and understanding of AutoCAD is desirable but not essential.</p> <p>Resourcefulness, initiative, and the ability to work unsupervised.</p> |
| Working Conditions | <p>The role is predominately office based at our head office in Kings Langley, but you will be expected to visit our clients sites for meetings and site walkovers within the UK as required.</p> |
| Physical Requirements | <p>The role is predominately office based but does require that the candidate utilises a Visual Display Unit (VDU) as part of their day to day activities.</p> |

| | | | |
|-----------------------------|-------------------|----------------------------------|----------------------|
| Approved by | Urszula Markowicz | Signature | |
| Date Approved | 08 January 2021 | Next Review | As and when required |
| Employee's Signature | | Name of Employee and Date | |