

JOB DESCRIPTION

Title	Production Engineer	Job Classification Number	A 00448
Department /Project	Fabrication Services	Job Family Name	Operations Services & Support
Reports to	Senior Production Engineer	Effective Date	01 Mar. 2006

MAIN PURPOSE OF JOB

To supervise the fabrication activities at Fabrication Workshop and to ensure the work is executed to the client's Specifications.

JOB OBJECTIVES

1. To plan and schedule the work and effectively organize the work shop fabrication activities in order to meet an agreed programme of deadlines.
2. To attend regular meetings with the Senior Production Engineer, Clients and weekly meeting with the Workshop Manager / Operations Manager and keeping them informed of progress.
3. To plan for resources such as man power/ material to meet project requirements.
4. To supervise and monitor the work shop labor force through General Supervisors, Supervisors, Foremen and monitor the work of sub contractors to complete the work as per customer satisfaction.
5. To liaise with engineering department for selection of material to suit the market availability in coordination with Project coordinator and follow up with Engineering dept. for drawings, to schedule work shop planning.
6. To supervise and ensure proper usage of materials / equipments and to improve methods required for cost saving / cost reduction in accordance to budgets.
7. To ensure proper documentation required for the completion of work and gain approval from the Q.C department for further operation.
8. To co ordinate with the Work Shop Manager, Senior Production Engineer, QC Engineer, Planning Engineer and Stores for the daily fabrication activities.
9. To supervise and monitor the equipment/ machinery maintenance inside the fabrication work shop.
10. To over-see safety matters on the work shop including housekeeping, and ensure that the safety regulations involved are adhered to as per Company policies and procedures.

ESSENTIAL WORK ACTIVITIES

- Checking
- Assessing/ Evaluation
- Informing/Discussing.
- Deciding.
- Using tools/Machine
- Influence/Advising
- Presenting/Instructing/Briefing
- PR/Developing Relationships

SAFETY AND QUALITY RESPONSIBILITIES

- Maintain standards of safety and comply with Company's Health, Safety and Environment Management System requirements.
- Take reasonable care of own health and safety and that of others in the workplace.
- Follow and maintain Company standards of Quality in accordance with Company Quality System requirements.

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EDUCATION, SKILLS AND EXPERIENCE**Essential:**

- Degree in an Engineering Discipline (Mechanical)
- Safety Rules and Procedures
- Knowledge of Practical Application
- Leadership Skills
- Customer relationship
- Production and processing
- Administration and Management
- Decision Making
- Problem Solving
- Computer Skills
- **6 to 10** years related work experience.

Desirable:

None