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DOCUMENT TITLE: MECHANICAL ENGINEER - JOB
DESCRIPTION

REVISION HISTORY

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HI CALIBRE ENGINEERING (PTY) LTD COMPANY REGISTRATION NUMBER 2012/128581/07



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APPROVALS


NAME	DESIGNATION	SIGNATURE	DATE
Rocco Joubert	Director		24 March 2021

Table 1: Approvals

1. BASIC INFORMATION

1. Job Title	Mechanical Engineer
2. Department Name	Mechanical
3. Supervisor	Mechanical Lead
4. Based At	Unit 1, 2B Atlantic Drive, Atlantic Hills, Cape Town
5. HR Contact	Steve Korsten

Table 2: Basic information

2. POSITION DESCRIPTION

The position required is for a Mechanical Engineer.

The engineer is responsible for mechanical equipment specification, design, procurement and accountable for the overall success of specific projects.

The company is based in Cape Town, but all employees can expect to be involved in various projects throughout South Africa. Therefore, the candidate must be prepared to travel for temporary timeframes throughout the project's life cycle.

3. KEY RESPONSIBILITIES

- Preparation of scope of work/specifications for draughting personnel.
- Assisting Project Manager in preparation of project schedule for the scope of work under their control.
- Assisting Project Manager in the development of the project cost schedule relating to their scope of work.
- Issuing and evaluating tenders.
- Preparation and issuing of purchase orders and expediting delivery of goods.
- Liaising with suppliers during the procurement cycle on all technical issues.
- Managing contractors during construction, site visits, inspections and quality.
- Responsible for the cost control relating to their scope of work.
- Preparation of commissioning schedules and supervision/assistance in commissioning procedure
- Critiquing supplier designs and incorporating these into overall design.
- Evaluating supplier invoices for payment.
- Preparing bills of quantities.
- Ensuring compliance to OHS act and other statutes and regulations.
- Assisting company directors with marketing.
- Management of ad hoc problems during project execution and implementation of suitable contingency plans.
- Ad hoc tasks as requested by management.

4. SKILLS

- Meticulous attention to detail.
- Good interpersonal skills
- Ability to work under pressure and meet deadlines.
- Good written and verbal communication skills (English).
- Ability to work independently.
- Team player.
- Good organising and planning skills.
- Good physical health.

5. EDUCATION AND EXPERIENCE

- Bachelor's degree in Engineering/B.Tech/S4.
- Computer literacy (MS Project and MS Office).
- Minimum of four years' experience in a technical drawing office with mechanical and piping drawings.
- Proficient in AutoCAD, Revit.
- Good understanding of the engineering environment.
- Understanding of the relevant standards and design codes.
- Experience in engineering-type drawing office.
- Experience in the Food & Beverage and/or pharmaceutical industry
- Candidate engineer working towards Pr.Eng/Registered Pr.Eng

6. GOALS

Specification & Project Schedule Preparation

Preparation of scope of work/specifications for draughting personnel and assisting Project Manager in preparation of project schedule for the scope of work under their control.

Supplier, Site & Contractor Management

Critiquing supplier designs and incorporating these into overall design and managing contractors during construction. Preparation of commissioning schedules and supervision/assistance in commissioning procedure

Managing Spending

Assisting Project Manager in compiling project cost schedule and controlling costs related to the scope of work. Liaising with suppliers during the procurement cycle on all technical issues, managing purchase orders and evaluating supplier invoices for payment. Ensuring that the delivery of goods is expedited.

Tenders & Procurement Specifications

Preparation of detailed purchase specifications and equipment data sheets as well as issuing and evaluating tenders and preparing bills of quantities.

7. SOFTWARE EXPERIENCE/SKILLS

Software	Proficiency Required	Years' Experience
1. MS Word	High; understands document formatting with MS word Styles, creating and inserting index, tables and graphs, using cross references, quick parts and generating easy to read documents with homogeneous formatting across the document.	Min. 2 year
2. MS Excel	High; understands excel formula creation and excel features such as conditional formatting, filtering, freeze pane etc. Has the ability to generate documents from scratch that is setup to be a printable document.	Min. 1 year
3. MS Outlook	Good; has the ability to communicate professionally via email. Needs to be able to manage emails and calendar, set up meetings and track responses effectively.	0 – 2 years
4. MS Projects	Fair; has the ability to understand, open and read a Gantt Charts.	0 - 2 years

Table 3: Software experience/skills

8. OTHER REQUIREMENTS

- Prepared to travel and work away from home.
- A valid driver's license.
- A valid passport.

9. PERFORMANCE REVIEW

Employees will be measured against the performance standards contained in this job description. This will be completed at least once a year.