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| Специальность (отрасль) – инженерная механика  Профессия – **ведущий инженер механик**  **Функционал:**  Ведущий инженер механик отчитывается перед:   * Менеджером проекта * Руководителем департамента   **Основные обязанности:**   * Контроль дисциплины в соответствии с принятыми в компании нормами * Взаимодействие с клиентами и коллегами из других департаментов с соблюдением принятой в компании бизнес этики и правил. * Обеспечение рационального ведения деятельности * Умение работать в меняющихся условиях, в т.ч. в другой культуре   **Полномочия:**  Уполномочен представлять главу департамента на совещаниях рабочей группы по проекту.  **Обязанности в рамках реализации проекта:**  Для успешного выполнения работы один или более инженеров/проектировщиков (в зависимости от масштабов проекта) прикрепляются к ведущему инженеру механику.  Ведущий инженер механик ответственен за планирование и контроль заказа оборудования.  Ведущий инженер механик играет ключевую роль при работе с клиентами, участвует в разработке основных проектных решений на концептуальном этапе проекта.  Ведущий инженер механик должен понимать и ориентироваться в условиях заключенных контрактов, понимать какие последствия может иметь невыполнение условий контракта.  Ведущий инженер механик не имеет права разглашать конфиденциальную информацию.  Ведущий инженер механик принимает участие в установочных совещаниях.  Ведущий инженер механик должен прикладывать максимальные усилия для сокращения бюджета и улучшения графика реализации.  Ведущий инженер механик ответственен за расчет человеко-часов, графиков и ресурсов.  Ведущий инженер механик ответственен за организацию рабочих мест для подчиненных.  Ведущий инженер механик ведет подготовку отчетов о ходе реализации проекта.  **Общие обязанности:**  Анализ технической информации. Обеспечение ознакомления членов проектной группы с проектной документацией.  Утверждение технической документации в соответствии планом реализации проекта.  Координация подготовки финальных отчетов по проекту.  Разъяснение и контроль за соблюдением правил безопасности.  Контроль за тем, чтобы подготовка технической документации велась в соответствии с требованиями проекта. | Mechanical Engineering and Design.  POSITION  **Lead Mechanical Design Engineer .**  **FUNCTION**  Lead Engineer Reports to:  Project Manager on Project Discipline Issues  Department Head Mechanical Engineering and Design on Project Discipline and General Discipline Issues  **GENERAL RESPONSIBILITIES**  Manage and supervise discipline functions through:  Guidance of discipline employees through leadership and coaching to ensure professional performance in handling and acting upon discipline matters.  Entrepreneurship to ensure protection of FD's and client's interests in relation to business ethics and cost effective execution.  Enforcement of sound business and inter-human relations to achieve optimal multi-discipline team effort.  Control of work processes and work methods tuned to "fit for purpose".  Pro-active behavior, good understanding and assessment of "front-end loading" principles.  Flexibility towards the changing environment and commitment to market and cultural changes.  Implement and support FD's Operating Philosophy as stated in the Departmental Strategic Plan.  **AUTHORITY**  Empowered to represent the Department Head on the task force to enforce general procedures and discipline practices.  **PROJECT RESPONSIBILITIES**  The lead engineer is responsible for the total capital mechanical equipment requisitioning effort on a project. He will be assisted by one or more engineers/designers depending upon the project scope. The lead engineer on the project has responsibility for planning, organizing and controlling the equipment requisitioning effort to meet the overall project goals.  This includes specific responsibilities for all areas of quality, safety, cost and schedule. The lead engineer plays a key role in working with the client while establishing the basic design criteria for the process during the conceptual phase of the project. A positive "can do " attitude during this phase is essential.  The Lead Engineer will be responsible to the Project Manager and Department Head for the complete operation of the mechanical task force group in business and technical performance.  Contractual/ Legal Aspects  Understands and applies contract basis and what was sold in order to fulfill commitments.  Understands which doucments/requirements have a legal impact (i.e. require specific authorized signature or han­dling).  Ensures that confidential and proprietary information is handled appropriately. Project Initiation  Participates in project kick-off meeting and CPI alignment process. Develops discipline related input to PQP such as:  Prepares scope of services and scope of facilities.  Identifies deliverables, level of detail required and drawing and data checking procedures. Establishes (Computer Integrated Engineering) requirements.  Develops project-specific technical design basis. Establishes design criteria and specific design philosophy issues.  Identifies and reviews codes standards, procedures or other technical requirements (\_\_\_\_ \_\_\_\_, client, industry).  Develops discipline procurement and subcontracting plan. Develops project specific  activity plans, work instructions and checklists.  DISCIPLINE QUALITY MANUAL - SECTION 2.4 - ATTACHMENT 3  JOB DESCRIPTIONS OF ROLES & RESPONSIBILITIES - PROJECT TASK FORCE POSITIONS/FUNCTIONS  Engineering  Collects project technical information.  Applies phased engineering concept and coordinates with execution plan. Ensures deliverables are reviewed by other disciplines and project groups as required. Resolves engineering sequence and interface matters. Approves engineering documents in accordance with activity plans.  Coordinates discipline's job close-out activities, input to project close-out report and prepares final job-report. Safety/Quality  Ensures that safety practice and policies are understood and complied with. Provides technical supervision.  Ensures deliverables are produced in accordance with project requirements/Project Quality Plan. Promotes "added value" opportunities on project and encourages CPI.  Project Controls  Is accountable for discipline scope and budget control.  Organizes discipline activities consistent with the project work breakdown structure for progress reporting. Seeks opportunities for cost reduction and schedule improvement. Provides discipline's input and participates in development of project schedules. Develops and maintains discipline control level schedule.  Reviews various project level schedules on an ongoing basis to ensure consistency with control level schedules; provides input to project level schedules when required.  Develops disciplines staffing forecast, reviews staffing plan with department management and obtains personnel commitments.  Establishes discipline manhour forecasts, schedules and resource forecasts.  Establishes requirements for office space, storage areas, computers, workstations; coordinates allocation of same. Provides support required for various project estimates.  Provides input and updates to deliverables status and tracking reports. Determines percent completion of deliver­ables and activities.  Prepares progress/status report and reviews with discipline management.  Authorized to approve all discipline deliverables. General Engineering  Practice 000.200.0130 - Engineering Job Description  AUTHORITY REFERENCE  Practice 245.255.0100, Attachment 2 - Project Task Force Organization Chart (section 2.1).  DISCIPLINE QUALITY MANUAL - SECTION 2.4 - ATTACHMENT 3  JOB DESCRIPTIONS OF ROLES & RESPONSIBILITIES - PROJECT TASK FORCE POSITIONS/FUNCTIONS  DISCIPLINE  Mechanical Engineering and Design  POSITION  Engineer/Designer  FUNCTION  Task force Engineer/Designer  Reports to: Lead Engineer  RESPONSIBILITIES  The engineer designer as directed by the lead engineer is responsible for the technical specification of mechanical equipment and technical support to ensure that the mechanical equipment for a given project is delivered to the construction site and installed in accordance with the process requirements. The engineer/designer is responsible for the use and interpretation of the applicable codes standards and design criteria to ensure the equipment pur­chased will meet the process, code and clients requirements.  Specific expectations and responsibilities:  Prepares general specifications for mechanical equipment.  Prepares requisitions for quotation packages and circulates to other disciplines for comments Performs technical bid evaluations and prepares recommendations for purchase. Prepares requisition for purchase package for procurement. Reviews vendor data and coordinates interdisciplinary comments. Provides technical support for vendor/FD procurement interface.  Provides input to project schedules relative to milestone dates for processing and delivery of mechanical equipment.  Make shop inspections of equipment and observes any testing activities as required. Makes filed trips to check construction installation of complex equipment to ensure conformance to specifi­cations are required. |