



Document Number	SP-ICMT-RC-00055	Issue	P01
Job Title	Engineer Mechanical Design Engineer		
Reports to	Design Manager		
Deputy	N/A		
Purpose	<p>The Mechanical Design Engineer is a design engineer with responsibility for undertaking or complying with the following:</p> <ul style="list-style-type: none"> • Design Tasks • Project Management Interaction • Tendering Tasks • Quality Compliance • Health & Safety • Continual Improvement 		
Key Duties and Responsibilities	<p><u>Design Tasks</u></p> <p>Carrying out specific design tasks to meet the time, cost and quality requirements of projects. This may include but not be limited to;</p> <ul style="list-style-type: none"> • Scheme design generation consisting of; <ul style="list-style-type: none"> • Design briefs • Hand sketches • 3D scheme models • Scheme stress calculations • Scheme functional calculations • Scheme design risk assessments • Directive compliance assessments • Scheme design review • Detail design generation consisting of; <ul style="list-style-type: none"> • 3D detail models • Detail stress calculations • Detail functional calculations • Detail design risk assessments • Directive compliance assessments • Detail design review • Production of manufacturing documentation consisting of; <ul style="list-style-type: none"> • 2D part, fabrication and assembly drawings • Factory acceptance tests • Method statements • Operation, maintenance and installation manuals • Technical construction files • Take part in; <ul style="list-style-type: none"> • Client meetings • Testing activities • Commissioning activities • Post project review meetings • Maintaining the project's working folder • Checking of deliverables produced by other team members <p><u>Project Management Interaction</u></p> <p>Interact with project management staff to achieve the best outcome for the projects;</p> <ul style="list-style-type: none"> • Agree remaining work durations 		



	<ul style="list-style-type: none"> • Highlight (at the earliest opportunity) when a task will not be completed to a previously agreed timescale • Identify and report change <p><u>Tendering Tasks</u> This may include but not be limited to;</p> <ul style="list-style-type: none"> • Production of concept designs • Estimating durations for design of tender items • Composing technical responses to quotation requests <p><u>Quality Compliance</u> Complying with JFN's quality policies and procedures, with particular emphasis on;</p> <ul style="list-style-type: none"> • Design procedure • Document numbering and control • Approval of Suppliers and Sub-Contractors <p><u>Health & Safety</u> Complying with JFN's health and safety policies and procedures, with particular emphasis on;</p> <ul style="list-style-type: none"> • Take reasonable care for own health and safety and the health and safety of others • Report all accidents and near misses to their Line Manager or Safety Representative • Not operate any equipment they have not been specifically trained to use <p><u>Continual Improvement</u> Continually seek methods to improve personal, design office and company performance and efficiency.</p>
Key Skills and Competencies	<ul style="list-style-type: none"> • Has participated in a variety of diverse projects or activities ranging in both size and complexity • Appreciation of manufacturing, assembly and test techniques • Ability to manage his / her own workload and self-manage to deliver tasks • Ability to make prioritisation decisions on non-critical or process driven work • Ability to read, understand and work to procedures and standards • Ability to work as part of a team and supervise or guide others in the delivery of similar tasks • Is expected to need general supervision and ask for direction when required • Is expected to be competent in the production of standard design deliverables • Have an awareness of relevant design tools, techniques and methods • Have an awareness of legislation and regulations applicable to their role and the projects they are working on
Qualifications	<ul style="list-style-type: none"> • Degree / HND / Higher Apprenticeship in a related discipline

	Name	Job Title	Date
Originator:	M Kirkham	Receptionist	22/03/2018
Checker:			
Approver:			