

Issue 25/6/2010

Note - The detail below cover both a standard and senior position. The more experienced and more senior the person, the higher the skill levels and/or better coverage is expected.

Safety/QA

It is the responsibility of all staff to ensure any work is performed to the company procedures and standards required. This includes;

- Participation in the company's safety/QA system.
- Ensure work standards are maintained
- Ensuring all work is performed with the correct induction and qualifications for sites
- Provide feedback to management on safety issues with formal reports.
- Provide management with details of any issues which may effect the business.
- Assisting in auditing safety and/or quality systems.

Any position requires the person to ensure work under their supervision meets these needs.

Operational

The position of a System Engineer focuses on providing solutions and support using automation control hardware and software. This work includes

- Liaison with customers to ensure their needs and being met.
- Maintain the scope of work for the project.
- Generate design and validation documentation.
- Design and provide control strategies.
- Select, specify and procure hardware requirements.
- Configuration, programming and graphics generation of the systems
- Validation of the system functions to the test documentation.
- Commissioning the control systems.
- Support existing sites with faults, minor changes.
- Accurately provide feedback on progress and issues.
- Ensure work standards are followed.

The above will vary with the size of the project and experience. For small projects the person may perform all design, engineering and commissioning whereas on the larger projects they may form part of a team.

Skills

Key attitude requirements are;

- Self motivation.
- Willingness to learn.
- Above average quality of work.
- Result focus on the work done.

The core skills required include;

- Structured approach for configuring and programming PLC and/or DCS systems.
- Good logic and analytical skills .
- Solid technical comprehension.
- Practical ability to apply the design to the process/function needs.

Management

The position reports to the Technical Services Manager. There will also be operation reporting to the project supervisor where they are working as a team.

Management skills vary depending on the level of expertise within the position but at the senior range can include;

- Assessing the needs for new personnel.
- Supplying their manager feedback on employee performance.
- Be involved in employee assessment and performance reviews.

Financial

Responsible for the project cost tracking where they are the project supervisor. This includes;

- Review of initial estimates and flagging any concerns/discrepancies
- Monitoring progress against estimated.
- Ensuring invoices occur as per schedule.
- Updating monthly reports for projects including estimated hours to complete.

More exposure/emphasis is placed on these aspects in the senior roles.

Performance Assessment

The assessment of performance is done by reviewing attitude, skills, tasks and that technical objectives met. An attitude matching the company's personality is essential.

Remuneration Will be based on experience and work results. Salary packages include a base pay relative to the position, plus an earned performance component.

Personal Development The advancement financially is with higher performance in the position itself. Additional growth in the team, maintaining performance on larger projects/teams and increased responsibility in the position will lead to financial advancement.

The main area of development from this position are;

1. Senior Engineer (Projects)
2. Supervising Engineer

Other opportunities exist which are not main stream

1. Sales position