Project Engineer – Job Description

(Job Code and Level: EPRG003)

Definition:

Programmes is defined as: Co-ordinating and controlling projects from concept to post production launch of new and modified components and vehicles ensuring delivery to timing deadlines, cost and quality.

Overall Purpose of the Role:

Responsible for coordinating all project elements including engineering design, quality planning, manufacturing, installation, commissioning and final buy-off phases as well as ensuring the project remains within budget in order to meet the requirements of the customer’s needs. Work on many phases or sub-tasks of projects or entire projects of moderate complexity, with results impacting on project completion. Work under general supervision, reviewed at project milestones and/or on completion by Senior Management.

May have Project Engineers within each specific function e.g. Design Engineering, Production Engineering responsible for ensuring their area’s delivery within a project or programme.

Key Responsibilities:

General and Task Management

- Coordinate all project elements including engineering design, quality planning, manufacturing, installation, commissioning and final buy-off phases
- Manage the project within budget
- Plan project requirements and resources, including the sourcing of sub-contract elements, etc.
- React promptly and effectively to changing client and product needs
- Anticipate any potential project risks, identifying and establishing corrective actions
- Produce deliverables on-time to customer requirements, clarifying these requirements where necessary
- Define the customer specification into either a departmental action or sub-contractor order
• Accurately cost any changes in specifications
• Effectively analyse customer and internal changes, including feasibility study
• Produce clear, focused and understandable explanations for change requests
• Track customer changes and participate in customer meetings when required
• Participate in Design Failure Mode and Effect Analysis (DFMEAs), Quality history reviews, robustness studies, etc
• Participate in Advanced Product Quality Planning (APQP) and Production Part Approval Process (PPAP) processes
• Track tasks against the project timing plan
• Assist with design verification and sign off reporting
• Apply specific technical skills as required to support the customer or colleagues
• Proactively seek out opportunities for new or repeat business
• Be willing and available to work at company and customer premises as required
• Keep up with current and developing engineering trends
• Undertake special projects as required
• Contribute to continuous improvement activities
• Quality control of work by appropriate reviews
• Support and lead process improvement activities
• Write reports and present progress at project meetings and to clients
• Conduct benchmarking studies to determine best practices/ future trends
• Plan projects or subtasks so they may be tracked and presented
• Manage the Key Performance Indicators (KPIs)
• Attend various meetings and action/communicate instructions
• Undertake continuous training and development
• Perform root cause analysis and resolve problems
• Independently determine approach and assigned tasks

People Management
• Lead and/or support technicians and trainee engineers
• Train people within own work group

Relationship Management
• Liaise and communicate with other departments, customers, suppliers and other service providers
• Be an effective team member, working with supervisor and colleagues to ensure smooth workflow with maximum output

Self Management
• Comply with the Health, Safety and Environmental Policies
• Assertive, Optimistic, resilient and welcomes change
• Engages interest and participation of others and has a collaborative approach to working together
• Proactively contributes to the team
• Is self aware
• Self-confident and determination
• Shows moral courage, openness and honesty in all dealings

Skills and Attributes:

• Responsible for projects involving multiple people
• Able to read and understand engineering drawings
• Ability to understand and translate product drawings into process information
• Ability to track budget spend, including sub-contract hours
• Ability to make and manage good relationships
• Strong written and verbal communication skills
• Strong administrator
• Analytical skills and good judgement
• Initiative and results/target focused
• Quality conscious
• Ability to work to tight deadlines
• Problem solving skills
• Presentation skills
• Ability to promote and drive continuous improvement
• Able to make decisions
• Understand Lean principles
• Exercises latitude and technical judgement in deciding work methods
• Good understanding of customer expectations and deliverables with an awareness of the impact of failure/cost of poor quality

Qualifications and Experience Levels:

• Relevant manufacturing/engineering degree preferred, A Levels, ONC, City & Guilds level 3, BTEc National Diploma Level 3, IVQ Technician Diploma, NVQ level 3
• Professional accreditation with an industry related body would be advantageous
• Good understanding of engineering principles
• Mechanical, electrical, electronic or software background
• Proven Project Engineering/Project Management experience
• Advanced Microsoft user to include Project and Excel software
• Experience in creating project plans in Microsoft Project
• Experience in Bill of Material (BOM) structures
• Understanding of legislation and standards
• An understanding of Lean Manufacturing
• Understanding of design and production costs to include waste, downtime, scrap and re-work

Example roles this job description may cover:
• Programme Engineer