

JOB DESCRIPTION – LEAD ENGINEER

RESPONSIBILITY

To ensure generation of Engineering design deliverables prepared with due diligence after appropriate consideration of client's requirement and comprehensive compliance with PLE's Quality Systems Procedure; to encourage a **First-Time-Right (FTR)** approach for preparation of design deliverables, per approved budget/schedule.

ROLE PURPOSE

Essential

- Lead & own the process of preparation of design deliverables with due consideration for applicable Codes & Standards.
- Interface with Leads of other departments to reflect the as-on-date input from other departments, as applicable.
- Take ownership of deliverables produced.
- Capture all changes / modifications in the deliverables that has been intimated by Project, prior to release of deliverable.
- Ensure appropriate checking & review of all documents / drawings before release at any Revision status.
- Attend project review meetings.
- Manpower estimation, planning / forecast and effective utilization of manpower.
- Coordination with the other Engineering disciplines.
- Control of Quality of engineering documents with regard to Quality assurance basis.

Secondary

- Identify training needs of team members.
- Keep HOD informed on progress of project, with agreed periodicity.
- Monitor Budget Compliance of design deliverable production.
- Escalate resource / infrastructure issues / concern areas that implicate the production process, to the right office / agency.
- Acts as a mentor for GET's / EDHT's.

PROFESSIONAL QUALIFICATION

Essential

- Graduate / Post Graduate Engineer in Mechanical / Chemical.

Desired

- Membership of Professional Institutes

EXPERIENCE

Minimum 10 years relevant experience

SOFTWARE SKILLS**Essential**

- Proficient with MS Office applications like MS Word MS Excel, MS PowerPoint etc.

Desired

- Trained in/working knowledge of, software applications like PDS / PDMS / Caesar-II / Navis Works / Smart Plant Review.

TECHNICAL SKILLS**Essential**

- Awareness & understanding of applicable Codes & Standards. Capability to interpret codes & standards.
- Knowledge of working in a multi-disciplinary EPC/EPCM environment.
- Conversant with Conceptual, FEED/ Basic, Detail engineering of facilities for Oil & Gas, Chemicals, Fertilizer, Petrochemicals, Refineries etc.
- Review of Plot Plans, Equipment Layouts, Piping Studies, Nozzle Orientation, GAD's and Isometrics.
- Control of Material Take offs for Bulk items.
- Review of Piping Material Specifications, Valve, data sheets, M.R's, Technical Bid Evaluations and vendor drawings.
- Basic knowledge of Stress analysis.
- Review of input data. Ability to co-ordinate with other departments.
- Review development and material selection
- Working knowledge/understanding of all engineering design tools to be used.
- 3D model review internal/external (with client).

Desired

- Cost and quality consciousness.
- Ensure quality for the deliverables.
- Awareness of Company's Quality Standards and Procedures.
- Manpower estimation, planning/forecast and effective utilization of manpower.

- Work planning, progress monitoring and adherence to scheduled completion of engineering documents.
- Progress reporting and highlight areas of concern.

BEHAVIORAL SKILLS

Behavioral Skills	Essential	Desired
Communication	✓	
Interpersonal Skills	✓	
Planning & Organizing	✓	
Prioritising	✓	
Decision making & Objectivity	✓	
Leadership	✓	
Empowerment & Delegation	✓	
Change Management	✓	
Conflict Management	✓	
Integrity	✓	
Accountability	✓	
Team Orientation	✓	
Customer Orientation	✓	
Quality Orientation	✓	