

POSITION TITLE:	Senior Project Engineer
BUSINESS UNIT:	Projects and Production
LOCATION:	Burton, Various Project Sites
POSITION REPORTS TO:	Project Manager
REPORTS TO THIS POSITION:	Nil
RELATIONSHIPS	<p>INTERNAL: Engineering, Procurement, Fabrication, Project Delivery Team Members, Sales and Proposal Team Members.</p> <p>EXTERNAL: Clients, Vendors, Sub-contractors, Consultants</p>

POSITION PURPOSE

The Senior Project Engineer is a key member of the project management delivery team, responsible for overseeing and managing various engineering aspects of their assigned projects. This role involves coordination throughout the project lifecycle from Design, Procurement, Manufacturing, Construction, Commissioning and Handover.

The Senior Project Engineer plays a critical role in ensuring the successful execution of the project through effective planning, coordination and problem solving.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Function	Task description
Project Delivery	<ul style="list-style-type: none"> Assist in the development of project plans, schedules and budgets. Co-ordinate with project managers, architects, engineers, and contractors to ensure alignment on project goals and timelines. Prepare detailed work plans and schedules for construction activities. Review and interpret detailed design drawings, specifications, and contracts. Ensure that manufacturing and construction activities comply with design specifications, codes and standards. Provide technical support and guidance to the manufacturing and construction teams and subcontractors. Implement and monitor quality control procedures to ensure that work is completed to the required standards. Conduct regular inspections and audits of manufacturing and construction activities and materials.



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	<ul style="list-style-type: none">Where required, address and resolve any out of scope tasks, quality issues or non-conformances.Monitor project budgets and track expenditures to ensure cost control.Assist in the preparation of cost estimates and budget forecasts.Identify and manage potential cost overruns and implement corrective actions as needed.Facilitate problem-solving and decision-making processes among project teams.Responsible for providing accurate data for PM's cost forecasts and invoicing.Responsible for accurate, complete and timely entry of financial records presented in financial software. Report to the Project Manager any resource constraints and disputes.Assisting the project manager in the removal of ambiguity in contract scope. Clearly understanding the contract scope, especially the technical specifications and quality requirements.Help organise seamless project process interfaces.Assist, as required, inputs to tenders being prepared by the Sales and Proposals TeamFully understand the site work requirements and engage relevant functions in meeting project schedule and budget.
Communication	<ul style="list-style-type: none">Liaise with key internal and external stakeholders to prioritise activities and assist the project delivery team.Assist in the preparation of project reporting (as required).Maintain excellent written and verbal communication with the client and maintain favourable client relationships.
Risk and Opportunities	<ul style="list-style-type: none">Assist with and contribute to the project risk and opportunities analysis on assign projects and maintain registers accordingly.Work collaboratively in conjunction with project stakeholders to identify risks and opportunities and implement mitigation controls accordingly.Participate in and facilitate risk review processes.
Procurement	<ul style="list-style-type: none">Assist in the preparation of preparation of downstream tenders and management of executed subcontracts with suppliers and subcontractors.Assist in the development on procurement strategies and plans as directed by the Project Manager.



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	<ul style="list-style-type: none">▪ Liaise extensively between engineering and procurement functions to ensure technical compliance of all procured equipment and packages to project specifications.▪ Assist project teams to identify any issues associated with variance to cost, quality and timely receipt of goods and mitigation strategies.▪ Assist the procurement manager in strategically sourcing equipment and services to reduce costs.▪ Work closely with Project Managers and procurement managers to develop long term supply chain partners.▪ Ensure any procured items comply with relevant specifications and project schedules.
Sub-contractor Management	<ul style="list-style-type: none">▪ Work closely with the Procurement Manager and Project Manager to strategise subcontracted fabrication activities across the project portfolios.▪ Assist in development of inhouse and outsourcing scope splits and strategies as required by the Project Manager.
Commercial / Contractual	<ul style="list-style-type: none">▪ Assist the Project Manager in the management of commercial and contractual requirements.▪ Assist in the management of compliance of contracts.▪ Provide project advice and recommendations to Project Managers.▪ Coordinate commercial reporting on project requirements and activities.
Fabrication	<ul style="list-style-type: none">▪ Engage using a hands-on approach with Fabrication Management by assisting on time fabrication of plant and equipment in compliance with Osmoflo's and the client quality, safety and engineering standards to ensure on time project delivery.▪ Actively troubleshoot and record any engineering design issues for the fabrication team and feedback opportunities for improvement to Osmoflo Engineering.▪ Manage procurement of materials / equipment, verification of materials /; equipment and make them ready for fabrication installation▪ Communicate effectively with Fabrication team members and contractors to address Project team issues, queries or concerns and to drive progress.▪ Implement cost saving technology and methods of manufacturing where practicable.▪ Adopt lean manufacturing and process philosophies when assisting Fabrication Management.
Continuous Improvement	<ul style="list-style-type: none">▪ Contribute to a culture of innovation, by creating and seeking ways to develop innovative solutions which aid business growth.



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	<ul style="list-style-type: none">Participate in continuous improvement activities and programs across the organisation, in particular Lessons Learned and opportunities for improvement to ensure past project learnings are used.Working with others in the business, initiate and develop new ideas, contribute to continuous improvement initiatives aimed at QHSE, other internal processes, development and implementation of new ideas (processes, products, services), and improvement of Osmoflo's competitiveness and overall market recognition.Assist in the review of work processes and procedures and streamline them to assist with routine workflow.Actively participate in professional development
Safety, Quality & Compliance	<ul style="list-style-type: none">Encourage and foster a strong QHSE culture in the Team.Ensure all activities are undertaken in a safe manner by understanding risks and hazards that may be exposed while performing your roles (safety in office, while travelling, at customer sites).Ensure quality procedures directly related to the role are followed and participate in regular reviews, offering recommendations as requiredParticipate in the application of Osmoflo's QHSE Management System and adhere to associated policies /procedures

POSITION REQUIREMENTS / SELECTION CRITERIA		
	Essential	Desirable
Training / Qualification	<ul style="list-style-type: none">Bachelor of Engineering (civil, chemical or mechanical)	
Experience / Knowledge	<ul style="list-style-type: none">Minimum 5 years of experience in Project engineeringWell-developed knowledge of manufacturing and construction practices, standards and regulations.	<ul style="list-style-type: none">Water treatment experience.Working knowledge of PMBOK
Skills / Abilities	<ul style="list-style-type: none">Project management skills, including the ability to plan, organise and coordinate activities within budget and schedule constraints.Basic contract management and commercial acumen with a demonstrated ability to interpret	



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POSITION REQUIREMENTS / SELECTION CRITERIA		
	Essential	Desirable
	<p>commercial terms and conditions.</p> <ul style="list-style-type: none">▪ Excellent communication skills, with the ability to work effectively with multi-disciplinary teams and stakeholders.▪ Problem solving skills and attention to detail, with the ability to identify issues, analyse data, and implement effective solutions.▪ A strong customer focus and commitment to meeting customer requirements.▪ Strong commitment to promoting good health, safety and environmental work practices and a proven record in ensuring that all employees are fully aware of and comply with the accompanying regulations.▪ High level of accuracy and attention to detail▪ Proficient in Microsoft Office specifically Word and Excel.	
Licenses	<ul style="list-style-type: none">▪ Current Drivers License.	

HEALTH, SAFETY, ENVIRONMENT AND QUALITY

Managers and Supervisors

Managers have a responsibility in their areas of control to ensure:

- Risks to people, property, the environment, products, and business reputation are identified and effectively controlled.
- Promotion of a risk aware culture in through:
 - Engaging in positive and proactive risk discussions with the workforce and our customers
 - Effective consultation, communication, and collaboration
 - Leading by example
 - Participation in the audit, inspection, and observation programs



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- Follow up and provide feedback on reported incidents, hazards, near misses, quality issues and suggestions for improvement.
- The workforce is competent for the tasks they undertake.
- Implementation of and compliance with the Osmoflo Integrated Management Systems policies and procedures
- Reporting and investigation of incidents, near misses, hazards, and non-conformances
- Monitor Performance and continuously improve processes, the work environment, and systems.
- Manage accountability fairly and justly.

All Employees (and Casuals/Contractors)

Everyone has the responsibility to protect their own safety and that of others, ensure the environment is not harmed, and that quality is maintained in our products and services.

Employees have responsibilities to:

- **O**bserve your tasks and environment:
 - Always be cautious, and understand the environment you are working in.
- **S**pot Hazards:
 - Identify the hazards in every task you do, and the work environment you are in.
 - If you see someone else doing something that may not be safe, discuss the hazards with them.
- **M**inimise risks:
 - Make sure you have the right tools and equipment.
 - Make sure you are competent for the tasks.
 - Make sure the risks are controlled before you start work.
- **O**bey rules, reasonable instructions, and procedures – comply with:
 - The Osmoflo Essential Rules for Life and Code of Conduct
 - Procedures, work instructions as they apply to your job.
 - Instructions provided to you by your supervisor or manager.
- **S**peak up if you are unsure:
 - You have the authority to stop work and escalate concerns to your supervisor if you believe a task is not safe, or if you see others working or behaving unsafely.
- **I**ncidents, near misses, hazards and quality issues must be reported:
 - Report any incidents, hazards, and quality issues to your supervisor
 - Participate in investigations as required.
- **S**uggest improvements:
 - If you think things can be improved to make things safer, more environmentally sound, or improve product quality, discuss with your supervisor, and raise an opportunity for improvement.

CORE VALUES

Agile

- We design and build solutions that are 'fit for purpose' going beyond our customers' expectations.
- We work in partnership with our customers actively seeking to understand their business and views; we anticipate and respond to their needs by providing tailored solutions that contribute to our mutual business success.
- We keep the big picture in mind balancing our customer and commercial needs.



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- We are entrepreneurs, tackling new challenges, seeking out problems, finding ways to solve them and connecting our customers to all parts of our business.

Innovative

- We have a thirst for knowledge and support each other by openly and willingly seeking and sharing information and ideas across the business to create solutions and solve problems.
- We are creative and imaginative; we respond positively to new ideas and are prepared to move outside our comfort zones and take calculated risks.
- We use every project and assignment as an opportunity to learn something new and we actively invite constructive criticism on every area of the business to generate new ideas and creative approaches to our challenges.
- We learn from our mistakes, we don't blame, we actively encourage issues to be raised before problems arise.

Team-Oriented

- We treat one another with respect and communicate openly – creating value by working together within and across our businesses.
- We recognise that our strength and our competitive advantage is – and always will be – our people working together.
- We foster collaboration while maintaining individual accountability. We encourage the best ideas to surface from anywhere within the organisation. We appreciate the value of multiple perspectives and diverse expertise.
- We will continually learn and share ideas and knowledge. We will encourage cooperative efforts at every level and across all activities in our company.
- We are supportive of each other's efforts, loyal to one another, and care for each other both personally and professionally.

Committed

- We push ourselves and others to excel – we never walk away from a challenge or a difficult situation – we consistently complete our tasks and meet our deadlines.
- We understand what we need to do; we clearly define our objectives, prioritise our work and evaluate our progress to ensure we achieve our goals.
- We employ the right people who understand their roles, ask for and act on feedback from others and constantly re-evaluate their own skills and capabilities in order to progress their career goals.
- We have strong leadership who model our values, walk the talk, lead by example and recognise and reward the right behaviours.
- We are a high performing workforce – a team – communicating, listening and supporting one another.

Quality-Driven

- We give value for money with appropriate solutions to meet and exceed our customers' expectations; minimising waste with efficient planning.
- As we grow and expand, we work to achieve a consistent approach, regularly reviewing completed tasks and projects to identify opportunities to improve.
- We think outside the scope of our own roles – working together to deliver high quality products and services to levels required by our customers.
- We understand what 'high quality' products and services mean for our customers and we work to achieve agreed expectations.



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ACKNOWLEDGEMENT

- This position description represents the position as it is at present and is not intended to be an exhaustive list of all duties or responsibilities associated with the position.
- Osmoflo reserves the right to make changes to the content of this position description, including but not limited to duties, responsibilities and requirements of the role as circumstances and operational requirements dictate.

I have read, understand and agree to perform the duties set out in this position description:

Name

Signature

Date