

## Job Description



LEADING INDUSTRY SPECIALISTS

Job Title: **Engineering Team Lead**  
 Location: Based in Aberdeen, operating across the UK & Europe  
 Job Purpose

Lead of all technical and engineering issues. To be the Technical Authority (TA) to the company and the company's clients. Production of technical documents, drawings and procedures for work orders and internal production work scopes including valve testing, reverse engineering and problem solving.

Reporting to: Operations Director  
 Direct Reports: Inspection Supervisor, E&I Coordinator  
 Key Responsibilities: 1. Management of daily operational engineering activities  
 2. Company TA  
 3. Man Management

Principle Tasks and Accountabilities	Performance Measures
<p><b>1. Management of daily operational engineering activities</b></p> <ul style="list-style-type: none"> <li>Attend morning meeting to collate a list of engineering activities required to support production</li> <li>Manage all engineering activities so that they are completed in a timely manor</li> <li>Be on call during working hours for any issues that arise of a technical nature</li> <li>Creation of technical drawings as required for new equipment and reverse engineered solutions</li> </ul> <p><b>2. Company TA</b></p> <ul style="list-style-type: none"> <li>To be a technical support mechanism for the sales and contracts department</li> <li>To be a technical support mechanism for inspection including QA &amp; QC</li> <li>To be a technical support mechanism for all customer technical issues</li> <li>Creation of technical documents for both internal and external use</li> <li>Continuous improvement of the test facility</li> <li>Project Management for internal technical upgrades within the Operations Team</li> </ul> <p><b>3. Man Management</b></p> <ul style="list-style-type: none"> <li>Conduct regular one to one meeting with direct reports</li> <li>Creation of PDP's (Personal Development Plans)</li> <li>Creation of training plans</li> <li>Creations of 'Focus Charts'</li> <li>Creations of 'Step Up Charts' as required</li> <li>Conduct annual appraisals for all direct reports</li> </ul>	<p>Internal Feedback &amp; Internal KPI's</p> <p>FPAL, Internal &amp; External feedback</p> <p>Completion of training plans</p>

Essential Skills Required	Preferred Skills Required
Time management Minimum 2 years technical and engineering experience Engineering Degree SolidWorks Experience	Valve knowledge Instrumentation/actuator experience Testing of valves and pressure retaining parts Microsoft Word, PowerPoint, Excel proficiency Project planning skills
Additional Tasks / Roles Required	Potential Tasks / Roles Required
Project Manager for large projects won Assistance with tenders and technical bids Customer sales visits	Procedure writing Marketing activities

Please confirm your acceptance and understanding of your job role and the measures used to establish levels of performance.

Job Holder Name: \_\_\_\_\_ Date: \_\_\_\_\_

Job Holder Signature: \_\_\_\_\_ Line Manager Signature: \_\_\_\_\_

This job description is to allow a high-level view and the basic requirement of the employee's position. It is expected that other tasks will be required to be effective within this role, a full breakdown of all tasks required can be viewed with the Role Definition document which is reviewed regularly.