

Job Description

Job Title: E&M Engineer	Department : E&M	Job Grade:
Job Title of the Superior: Manager		
<p>Dimensions Outline the scale and areas of impact of the job (e.g. turnover, budget responsible for, project details, number of staff supervised etc.)</p> <ul style="list-style-type: none"> ● Turnover (<i>Revenue Goal</i>): ● Budget (<i>Cost of production/project the position handle</i>): ● Total number of staff supervised: 		

1. Job Purpose

Give a brief overview of the job, its context in the Company, and the contribution that it makes.

- To be responsible to report to the Management or HR Department on any conduct which is inconsistent with the Company codes of conduct affecting labor, business ethics, or other Company’s policies, rules and regulations.
- Participate in new equipment sourcing, hook up and standardization.
- To provide technical support to the production in equipment maintenance and upkeep, process equipment capability study and developing efficient equipment maintenance program to improve quality.
- To support the implementation of ISO and IATF systems and management of Environment, health, and safety program (EHS)

2. Duties and Responsibilities

What are the principal areas of work in which the job must produce results in order to achieve its purpose? Include also the level of authority and/or autonomy you have to make decisions or authorise work to be done.

- Responsible in manufacturing new equipment standardization, setup, training (working instruction), sourcing new technology in market.
- Ensure equipment schedule maintenance and availability part is carry out effectively in a way that minimizes the equipment downtime and impact on production.
- System capability improvement (Hardware & software, Automation, work closely with IT/OT coordinator) based on KPI set.
- Work hand in hand with planner, production and technician to plan/carry out equipment related activities without any delaying (TBM, CBM & Improvement)
- Supporting in daily operation and yield issue.

- Ensure the work order, documentation and assets in SAP PM Module is up to date.
- Develop an efficient and cost-effective maintenance program for the manufacturing equipment.
- Initiate continuous improvement work to improve equipment productivity and reduce maintenance cost.
- Define and carry out machine overhaul , retrofit and machine acceptance test.
- Supervise and lead a team of technical personnel in equipment preventive maintenance function.
- Develop the engineering expertise and technical know-how in the related field.
- Support on machine critical break down (weekend, Holiday & off office hour)
- Ensure all maintenance and repair activities after handover back production is on tip top condition.

3. Working Relationships and Contact

Outline the important relationships that the jobholder must maintain, and the sorts of issues on which that jobholder must communicate within these relationships.

- Maintain close working relationships with operation team.
- Liaise with Purchasing Department in developing good vendor support.

4. EHS Responsibilities

- i. Responsible towards the environmental conservation, health and safety of own self and his employees according to the laws, regulations and guidelines from country or state authority, corporate and local operation.
- ii. Inform, consult and participate his employee in evaluating workplace risk.
- iii. Stop work for him and his employees where he has reasonable ground to believe there is a risk of imminent and serious injury or harm to health.

5. Job Requirements

These are the key requirements necessary for success in the role

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<p>Knowledge <i>This relates to the level and breadth of knowledge required to do the job, e.g. an understanding of a defined system, practice, method or procedure.</i></p>	<ol style="list-style-type: none"> 1. Total Productive Maintenance 2. MTTR and MTBF 3. Good analysis skill
<p>Technical/Work-based Skills <i>This relates to the skills specific to the job, e.g. CAD/CAM, CNC, language fluency, typing skills, etc</i></p>	<ol style="list-style-type: none"> 1. Excellent understanding of mechanical systems / electrical system. 2. Good understanding on how to read & draw mechanical drawing / wiring diagram.
<p>General Skills/Attributes <i>This relates to more general characteristics required to do the job effectively, e.g., effective written communication skills, ability to delegate, motivation or commitment etc</i></p>	<ol style="list-style-type: none"> 1. Microsoft Office 2. Machine Programming Tool 3. Technical Drawing Tool
<p>Experience <i>This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work (take care to ensure period stated is appropriate and not unnecessarily excessive)</i></p>	<ol style="list-style-type: none"> 1. Minimum 2 years in maintenance/engineering field
<p>Qualifications <i>Please state the level of education and professional qualifications and/or specific occupational training required.</i></p>	<ol style="list-style-type: none"> 1. Bachelor's degree in Electrical / Electronics/ Mechanical/ Mechatronic engineering or other related fields with some years of working experience. 2. Technical diploma with > 5 years-related experiences. 3. Experience in equipment maintenance and supervisory activities. 4. Teamwork, good attitude and aptitude towards work.

<p>Superior Signature:</p> <p>_____</p> <p>Name:</p> <p>Date:</p>	<p>Job Holder Signature:</p> <p>_____</p> <p>Name:</p> <p>Date:</p>
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