

<b>Job Title: Production Engineer</b>	<b>Department: Shaping Department</b>	<b>Job Grade:</b>
<b>Job Title of the Superior: Production Manager</b>		
<p><b>Dimensions</b> 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"> <li>● Turnover (<i>Revenue Goal</i>):</li> <li>● Budget (<i>Cost of production/project the position handle</i>):</li> <li>● Total number of staff supervised:</li> </ul>		

## 1. Job Purpose

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

Responsible to work with production team to meet all the KPIs (Throughput, yield, on time delivery, new products and improvement). Lead the improvement topics regarding production operation.

## 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.*

1. Organize, implement and maintain production process flow
2. Develop working instructions, workmanship standards and process documents, and ensure they are followed.
3. Improve continually existing operation, for increased quality, productivity, efficiency and cost savings
4. Investigate operational problems affecting production and reporting and recommending solutions
5. Liaise with production planner/scheduler for ensuring the released products have adequate BOM and routings
6. Manage manufacturing documentation required for product manufacturing i.e. revise drawing, BOM, accurate work instructions and workmanship standards and process procedures
7. Provide manufacturing data i.e. production control charts, reliability, process capability, to improve the process and monitor and measure progress to target
8. Organize meetings with other team members to facilitate growth
9. Identify ways to reduce production costs through recommendations – i.e. new process equipment, equipment justification to improve performance
10. Work with D&A on DFX (design for excellence) to include design for cost, test, assembly and manufacturability.
11. Work with other relevant departments to determine estimated costs, run time, cost reduction and close the feedback loop
12. Liaise with suppliers on manufacturing processes
13. Establish a training and quality culture.
14. Maintains specifications, taking measurements; detecting malfunctions; troubleshooting processes; adjusting and reprogramming controls; sharpening and replacing worn tools; adhering to quality assurance procedures and processes.
15. Maintains safe operations by adhering to safety procedures and regulations.

- 16. Maintains equipment by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs.
- 17. Responsible on Shaping process performances (OEE, productivity, yield and quality). In urgent situations, must stay back or come in at odd hours to solve process or machine related issues.
- 18. Any work/project assigned to you by your superior(s) from time to time.

### 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.*

Production operators – Communicate with them on WI compliance to improve yield/output.  
 Supervisors – Highlight or escalate potential issues that may affect delivery performance. Also, get their feedback on process issues and try to improve them.  
 Planners – Follow up on upcoming orders (new or ones that have not been running for a long time). Also communicate with them about on-going issues so that they can plan the loading accordingly.  
 QC – Close communication with QC to understand the yield and major rejects as well as track improvement actions in the line.

### 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 work place 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*

<p><b>Knowledge</b>  <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>	<ul style="list-style-type: none"> <li>• Well versed with mechanical processes, including 5-axis CNC machines</li> <li>• Knowledge in glass processing will be an advantage.</li> <li>• Able to use design software to generate drawings and simulation.</li> <li>• Knowledge of SOP &amp; ISO</li> <li>• Basic knowledge of metrology for optics standards</li> <li>• Read the optical parts drawing</li> <li>• Understand basic concept of measurements and use measurement tools. Evaluate the measurement</li> <li>• Monitor process performance to ensure processes within defined Cpk</li> </ul>
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<p><b>Technical/Work-based Skills</b>  <i>This relates to the skills specific to the job, e.g. CAD/CAM, CNC, language fluency, typing skills, etc</i></p>	<ul style="list-style-type: none"> <li>• CNC language</li> <li>• Familiar with Solid works, Autocad and other CAM based software.</li> <li>• Proficiency with MS operating systems and software.</li> <li>• Fluent in English</li> <li>• Knowledge in production processes, and able to define KPIV / KPOV</li> <li>• Equipped with all the process engineer skillsets like SPC, MSA, FMEA, minitab</li> <li>• Strong knowledge and hands on experience working with, optical materials and ceramic for a variety of applications.</li> <li>• Good Knowledge and experience working with materials and interactions with optics and optical surfaces.</li> <li>• Knowledge of optical metrology measurement methods such as probing, interferometry, defect inspections, etc.</li> <li>• Strong knowledge and experience of optical fabrication technologies for finishing brittle optical substrates including grinding, fining, and chemical mechanical polishing.</li> <li>• Well-rounded familiarity with commercially available optical fabrication equipment.</li> <li>• Ability to build optical fabrication models based on experimental results as well as theoretical physical and chemical principles of grinding, polishing and/or processes.</li> <li>• Strong analytical and modeling skills, including computational skills.</li> </ul>
<p><b>General Skills/Attributes</b>  <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>	<ul style="list-style-type: none"> <li>• Able to work independently.</li> <li>• Being result and deadline-driven</li> <li>• Possessing good relationships with technical expertise from within the company and from external sources to assist in problem solving.</li> <li>• Able to prioritize the tasks</li> <li>• Details oriented.</li> <li>• Energetic with plenty of initiative, calm under pressure.</li> <li>• Critical/Logical thinking.</li> <li>• Able to work with other departments well. Need to be a team player.</li> <li>• Excellent communication skills both verbally and written</li> <li>• Skilled in data analysis.</li> <li>• Creative thinking and excellent problem-solving skills.</li> </ul>
<p><b>Experience</b>  <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>	<p>Minimum 3 years related working experience in the manufacturing environment, preferably with CNC knowledge            Fresh graduates are encouraged to apply</p>
<p><b>Qualifications</b>  <i>Please state the level of education and professional qualifications</i></p>	<p>Degree in Engineering (preferably Mechanical Engineer) /Material Science / Physics</p>

# Job Description

<i>and/or specific occupational training required.</i>	ASQ CQE or Six Sigma Green Belt Certification
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<b>Superior's Signature:</b>  _____ Name:	<b>Job Holder's Signature:</b>  _____ Name:
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