InTechProject

Head of Engineering Department

Engineering Department

Job Description

APPROVED

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

Approval Sheet

AGREED WITH:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Director of Operations |  |  |  |  |  |  |
| Title |  | Signature |  | Name |  | Date |
|  |  |  |  |  |  |  |
| Title |  | Signature |  | Name |  | Date |
|  |  |  |  |  |  |  |
| Title |  | Signature |  | Name |  | Date |
|  |  |  |  |  |  |  |
| Title |  | Signature |  | Name |  | Date |

Acknowledgement Sheet

I acknowledge that I have read this Job Description:

| No. | Name | Signature | Date |
| --- | --- | --- | --- |
|  | Peter White |  |  |
|  |  |  |  |
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# General

1. Head of Engineering Department is an employee of the Engineering Department.
2. His/her Immediate Superior is Director of Operations.

1. Head of Engineering Department is appointed to or dismissed from the Position by the order of CEO on the proposal of the Immediate Superior.
2. In case Employee is absent, his duties are delegated to Director of Operations, if nothing else is prescribed by the order of CEO or Immediate Superior.

## Professional Requirements

− vocational (technical) higher education;

− at least 3 years' experience working in executive positions.

## Is Manager For

Head of Engineering Department is the head of the following org units:

|  |
| --- |
| * Engineering Department |

## Is Functional Manager For

Head of Engineering Department is a Functional Manager for the following org units:

|  |
| --- |
| * Leading Engineer |

## Documentation

Activity of Head of Engineering Department is regulated by the following reference documentation and requirements:

|  |
| --- |
| * Instrument passport |
| * Payment budget |

and:

|  |
| --- |
| * related Administrative Documents; |
| * this Job Description; |
| * other regulating Instructions and Norms. |

# Duties

## Is Owner of Activities

Head of Engineering Department manages and is accountable for the result of the following activities:

| No. | Activity | Expected Result |
| --- | --- | --- |
|  | A5 Manage instrument | Instrument workable. |
|  | A5.2 Repair, restore and upgrade instruments | Instrument repaired or restored. |
|  | A5.3 Verify and calibrate instrument | Instrument verified and calibrated. |
|  | A5.4 Store and issue instrument | Workable instrument put into production in a timely manner. |

## Performs Tasks

Head of Engineering Department perfoms the following tasks within processes:

##### Process: A1 Develop business concept and strategy

| No. | Task | Duration Requirements |
| --- | --- | --- |
| 1. | A1.4 Develop regulatory and methodological documentation |  |

##### Process: A4.3.2 Draw up list of comments on project

| No. | Task | Duration Requirements |
| --- | --- | --- |
| 1. | A4.3.2.2 Discuss project results | When meeting is in progress. |

##### Process: A5 Manage instrument

| No. | Task | Duration Requirements |
| --- | --- | --- |
| 1. | A5.1 Plan instrument purchase |  |

## Other Duties

Head of Engineering Department:

If participates in a temporaty working group, performs activities assigned to him/her by the Head of the group.

Performs activities in accordance with organizational, administrative, methodological, technical, planning, and other internal documentation and regulates activity of his/her subordinates to be performed in accordance with these documents.

In the event a situation is not regulated by internal documents, makes decisions and/or informs the higher management.

Upon detection of malfunctions of equipment or buildings, immediately informs the head of the related org unit.

In communicating with colleagues and counterparties, acts ethically.

In addition to the above duties, fulfills orders and instructions of immediate superiors, as well as performs duties according to internal regulating documents.

# Key Performance Indicators

Is in charge of achievement of the following measures:

| No. | Measure | Unit |
| --- | --- | --- |
| 1. | Percentage of issues brought to the contractor's attention in timely fashion | % |

# Rights

Head of Engineering Department has the right to:

* Represent the department headed and correspond within the given authorities.
* Require and receive necessary data (documents, information, and material objects) from other departments within the prescribed timeframes.
* Sign documents within his/her competence.
* Prepare proposals on the activity and structure of the department headed.

# Responsibilities

Head of Engineering Department is responsible within the limits established by the current legislation, and in accordance with the internal regulations for:

* Proper performance of his/her duties in accordance with this Job Description.
* Proper performance of duties by employees of his/her department.
* Proper performance of activities in accordance with the current legislation.
* Proper fulfillment of orders of immediate superiors.

# Relationships with Other Employees and External Environment

## Incoming Data

Head of Engineering Department receives documents, information, and material objects from the following departments, employees or counterparties:

##### Budget and Finance Department:

|  |  |
| --- | --- |
| 1. | Payment budget |

##### Head of Sales Department:

|  |  |
| --- | --- |
| 1. | Development strategy |

##### Organization departments:

|  |  |
| --- | --- |
| 1. | Proposal to change regulatory and methodological documentation |

##### Project Manager:

|  |  |
| --- | --- |
| 1. | Application for instruments |
| 2. | Delivery documentation |
| 3. | Information on timing of results meeting |
| 4. | Statement on entry into service |

##### Project team:

|  |  |
| --- | --- |
| 1. | Customer satisfaction report |

##### Staff making comments on the project:

|  |  |
| --- | --- |
| 1. | List of comments on project |

## Outgoing Data

Head of Engineering Department delivers documents, information, and material objects to the following departments, employees or counterparties:

##### Head of Procurement Department:

|  |  |
| --- | --- |
| 1. | Instrument purchase request |

##### Head of Sales Department:

|  |  |
| --- | --- |
| 1. | List of comments on project |

##### HR Department:

|  |  |
| --- | --- |
| 1. | Development strategy |

##### Project Manager:

|  |  |
| --- | --- |
| 1. | List of comments on project |

##### Sales Department:

|  |  |
| --- | --- |
| 1. | Development strategy |
| 2. | Price policy |

1. Org Units of Roles Mentioned in the Document

| No. | Role | Org Unit | Department | Activity Object |
| --- | --- | --- | --- | --- |
| 1. | Project team | Head of Installation Site | Installation Site |  |
| Installer | Installation Site |  |
| Leading Engineer | InTechProject |  |
| Project Manager | InTechProject |  |
| Technician | InTechProject |  |
| 2. | Staff making comments on the project | Director of Operations | InTechProject |  |
| Head of Engineering Department | Engineering Department |  |
| Head of Installation Site | Installation Site |  |
| Leading Engineer | InTechProject |  |
| Project Manager | InTechProject |  |
| Technician | InTechProject |  |