

AMPHENOL PHITEK LTD

POSITION DESCRIPTION

Section 1

POSITION IDENTIFICATION

Position Title: Mechanical Engineer

Incumbent:

Last Update: 1 February 2017

Division: R&D

Reports to: Mechanical Engineer – Team Leader

Functional Relationships: Sales, R&D, Operations, Quality, Finance, Marketing and Project Management

External Relationships: Contract mechanical engineers, contract manufacturers, materials suppliers and customers

Position location: Newmarket, Auckland

Section 2

SUMMARY OF POSITION PURPOSE

The Mechanical Engineer is responsible for delivering R&D mechanical services for new product introductions or customer, technology or market-driven changes to the company's current product portfolio.

Section 3

DIMENSIONS OF THE POSITION

Number of direct reports: 0

Responsible for (Total group size): 0

Number of sites/locations: 1

Operating expenditure: Variable

Capital expenditure: Nil

Authority to (list all designated financial authorities): Contained in DOA

**Section 4
ACCOUNTABILITIES**

1. Undertakes mechanical engineering design
2. Undertakes lead engineer role as required
3. Participates in customer-related engagement related to mechanical aspects of products as directed
4. Encompasses a culture and practice of continuous improvement
5. Contributes to collaborative team engagement
6. Demonstrates Phitek values in all aspects of work

OUTCOME	KEY TASKS	STANDARDS OF PERFORMANCE
<p>1. Undertakes mechanical engineering design</p>	<p>1.1 Undertakes mechanical engineering design from concept to mass production including undertaking:</p> <ul style="list-style-type: none"> • 3-D modelling and design analysis • Prototyping of parts and assemblies • Creating specifications for new materials and product processes • Planning and conducting testing and preparing relevant test reports • Validating and supporting new product introduction • Advising on any IP implications • Completing cost/performance analysis and design-optimisation • Commissioning tooling • Organising contract manufacturer of prototypes and samples • Creating robust design documentation in preparation for mass production <p>1.2 Investigates alternatives for materials and external services (if required) during product development or product modification</p> <p>1.3 Support production engineering staff to trouble-shoot any issues with products in production</p>	<ul style="list-style-type: none"> • Products are fault-free at mass production stage • All standards are complied with • IP is protected • Specifications: <ul style="list-style-type: none"> - are thorough, considering all relevant technical details - clear with the right balance of information to convey critical details - have clearly defined outcomes that assist decision making • Assigned deliverables are met • Production engineers are well supported

OUTCOME	KEY TASKS	STANDARDS OF PERFORMANCE
	1.4 Ensuring that Phitek quality, aviation and company specific standards are complied with	
2. Undertakes lead engineer role as required	2.1 At the direction of the Mechanical Group Leader takes on lead engineer role for assigned projects including: <ul style="list-style-type: none"> • Formulating and reporting task schedules with the project management team • Overseeing project technical work across other engineer disciplines • Overseeing project technical work from external contractors • Regularly updating the project management team 	<ul style="list-style-type: none"> • Projects are delivered on time and to specification • Project managers are satisfied with contribution
3. Participates in customer-related engagement related to mechanical aspects of products as directed	3.1 As required by R&D Director or Mechanical Engineer – Team Leader, participates in customer discussions related to the mechanical aspects of products	<ul style="list-style-type: none"> • Positive feedback from customers
4. Encompasses a culture and practice of continuous improvement	4.1 Sets aside regular time to scan relevant sources of mechanical engineering technology news and trends 4.2 Reports to colleagues technology trends that may have implications for Phitek’s current or future business 4.3 Advises on opportunities to improve mechanical engineering tools, facilities and processes at Phitek	<ul style="list-style-type: none"> • Improvement in efficiencies • Mechanical advice is appreciated
5. Contributes to collaborative team engagement	5.1 Actively seeks opportunities to work co-operatively with other departments 5.2 Maintains good working relationships with all staff 5.3 Takes responsibility for own health and safety (H&S) and is considerate of the H&S of colleagues including proactively seeking opportunities to improve operational H&S practices	<ul style="list-style-type: none"> • Team members appreciate the contributions that are made to the team • Departments value the input and relationship with the Mechanical Engineer • Is regarded as valuable work colleague

OUTCOME	KEY TASKS	STANDARDS OF PERFORMANCE
6. Demonstrates Phitek values in all aspects of work	6.1 Considers and includes Phitek values in own performance.	<ul style="list-style-type: none"> • Can demonstrate activities and actions that illustrate company values in own work approach

Mechanical Engineer: Person Specification

Experience/Skills/Knowledge

- Mechanical engineering degree
- Minimum of 3 years mechanical engineering experience
- Good theoretical and applied knowledge of plastics and plastic tool design
- Solid works

Personal Qualities, Competencies & Attributes Required:

- Very strong attention to detail and quality aspects
- Good mechanical hand tool skills
- Strong ability to handle complex information and manage own time well to deliver results
- Team player with the ability to work in a multi-disciplinary project team to deliver results
- Energy and drive with a strong action and results orientation
- Good communication skills
- Enquiring mind with an ability to scan market and technology trends
- Flexible and innovative, prepared to try new practices and processes to deliver optimal results
- Integrity – being responsible and accountable

Other

This role may require overseas travel to contract manufacturers or customers.