



TEDA TPCO America Corporation

Job Title:	Mechanical Engineer	FLSA Status:	<i>Exempt</i>
Department:	Equipment	Date Created:	November 2017
Reports To:	Mechanical Supervisor	Reviewed By:	HR Manager

POSITION SUMMARY:

Responsible for precision adjustment and oversight of repair process for plant equipment, according to the equipment's regular inspection schedule. Oversees regular maintenance, repair, completion of the tally maintenance record, and ensuring equipment are adjusted within specific parameters.

RESPONSIBILITIES/ACCOUNTABILITIES: All personnel are responsible for meeting the Quality Objectives in their position/department. ***Other duties may be assigned beyond the core responsibilities/accountabilities listed below.***

1	30%	Analyze and find solutions for any mechanical or hydraulic problems during the production process
2	20%	Inspect and manage mechanical and hydraulic equipment on a daily basis.
3	10%	Perform quality control and handle issues on mechanical and hydraulic equipment.
4	10%	Research for areas of improvement on mechanical and hydraulic equipment
5	10%	Organize and direct staff training on job skills and technique. Participate in equipment upgrading.
6	5%	Update and optimize technical regulations
7	5%	Perform periodical inspections and repair on mechanical and hydraulic equipment.
8	5%	Order, receive and distribute spare parts for equipment repair.
9	5%	Responsible for daily administration of staff.

QUALIFICATIONS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications listed below are representative of the knowledge, skill, and/or ability required.*

1. Bachelor's Degree or above in science and engineering.
2. More than 3 (three) years' experience in mechanical hydraulic work experience.
3. Valid Texas Driver's License
4. Production process and knowledge of mechanical equipment, electric and gauges.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to effectively deal with other people, especially other Company personnel, to enlist needed cooperation in implementing regulatory requirements.
- Leadership skills to effectively direct trainees while in a training class environment and ability to properly evaluate comprehension and application of subject material.
- Requires initiative, motivation, creativity and ability to understand many areas of expertise.
- Requires effective interpersonal communication skills.
- Ability to work various shifts.
- Ability to handle various projects at the same time in an effective manner.

- Makes judgments or decisions based on measurable or verifiable data.
- Performs under stress when confronted with emergency, critical, unusual, or dangerous situations or in situations where working speed and sustained attention are “make or break” aspects of the job.
- Requires, at all times, wearing protective and safety equipment.
- Ability to comprehend knowledge of QA, Company quality management system, environmental & occupational safety and health system.

PHYSICAL REQUIREMENTS:

- Ability to work in heat, cold, dust, noise, vibrations and confined space and hazardous conditions.
- Ability to work in a high temperature environment, working high above the ground and work in outdoor environment.
- Normal physical activity includes frequent sitting, standing, and walking in a usual workday.
- Requires frequent bending, stooping, squatting, kneeling, crawling, climbing a ladder and stairs, and reaching above shoulder level.
- Requires employee to occasionally lift and carry heavy objects weighing 50 - 100 lbs.
- Requires occasional twisting when answering the telephone or typing at the computer.
- Requires retrieving files by pulling out and pushing in potentially heavy filing cabinet drawers and other objects.
- Required use of the five senses (hearing, seeing, touching, smelling, and tasting) to perform various job duties.
- Requires employee to use hands, arms, feet, legs, neck and head while performing Company tasks.

TRAINING EXPECTATIONS:

- Upon hire, employee will receive necessary rules and regulations.
- Every year in this position staff will attend training and continuing education as required for the position.
- Everyone is responsible for safety.

SIGNATURE: _____
Employee

DATE: _____