

ACTOM POWER TRANSFORMERS

NOTES	
1 This document is effective upon receipt	Document No. JD
2 Unauthorised copying of this document is prohibited	Revision 1
3 This document is private and confidential	Date
4 Original is maintained by the General Manager	Page 1

JOB DESCRIPTION PROFILE – JUNIOR MECHANICAL ENGINEER

1.0 POSITION

1.1 Junior Mechanical Engineer

2.0 RESPONSIBLE TO:

2.1 Chief Draughtsperson

3.0 EXPERIENCE REQUIRED

- 3.1 2-3 years experience in mechanical design of power transformers
- 3.2 Technical Knowledge
- 3.3 Proficiency in Auto CAD, Inventor, MS Office Word, Excel and ERP Systems.

4.0 EDUCATION REQUIREMENTS

- 4.1 BEng in Mechanical Engineering or BSc in Mechanical Engineering
- 4.2 Certification ECSA registration (or working towards it) is a plus.

5.0 RESPONSIBILITIES

- 5.1 Assist in the design of mechanical components and assemblies for power transformers
- 5.2 Prepare and maintain detailed engineering drawings, specification and technical documentation
- 5.3 Create bill of materials required for advance purchase order.
- 5.4 Prepare quote designs for tender purpose per customer specifications.
- 5.5 Provide support to the Senior Mechanical Engineers and Chief Draughtsperson in all avenues related to transformer mechanical designs
- 5.6 Assist production department resolve specific design related issues and respond to queries from production and quality department.
- 5.7 Liaise with the factory personnel where required
- 5.8 Participate in design review meetings with customers and consultants.

6.0 QUALITY, ENVIRONMENT, OCCUPATIONAL HEALTH & SAFETY MANAGEMENT RESPONSIBILITIES

- 6.1 To enforce the requirements of ISO 9001, ISO 14001 and ISO 18001 and the Company Management Systems as defined in the Manuals, Procedures, Processes and Operating Instructions addressed by these standards and as relevant to the Financial Department.