

HOPE Production Engineer – Job Description

Duties and Responsibilities:

As a Production Engineer, you will be part of our operations team at Hope Springs and will be exposed to different areas of manufacturing plant operations. You will be reporting to the Production & Engineering Officer and Plant Operations Manager, respectively.

This role involves but is not limited to the following:

Production Operations

- Assists the Production & Engineering Officer in handling the day-to-day production operations of the manufacturing facility.
- Prepares and cascades the daily target production plan and schedule to production team.
- Ensures all required production materials are available prior production run.
- Updates the production team on changes of production plan, delivery schedules, etc.
- Conducts line monitoring of production losses, wastages, line speed and output.
- Accomplish machine and equipment checklist (startup, operational, shutdown).
- Collates and verifies daily production checklist accomplished by production personnel.
- Inputs production data to Overall Equipment Effectiveness (OEE) database to measure daily manufacturing productivity.
- Improves manufacturing productivity by minimizing production losses, reducing packaging material wastages, and maintaining maximum line speed.
- Improves output reliability by preventing shutdown due to unplanned equipment breakdown.
- Perform time and motion studies to improve line efficiency.
- Assists in the corrective action investigation and root cause analysis.
- Coordinates with the quality team to solve quality issues and reduce possible consumer complaints.
- Educate the production team on the proper use of equipment, all control points, and resources.
- Ensures that standard operating procedures are adhered to.
- Ensuring all safety and health standards are met to keep the manufacturing facility accident-free.
- Responsible for the inventory of production materials, finished goods, and other plant supplies.
- Ensures accuracy of RM / PM inventory.
- Inputs delivery information of all accepted raw materials, plant supplies and consumables.
- Proper documentation of manufacturing reports.

Engineering & Maintenance

- Conducts water treatment system monitoring, maintain operation log sheets, evaluates operating conditions, and checks water quality parameters for deviation from standards and/or other problems.
- Conducts monitoring of all machineries and equipment in the facility, maintain operation log sheets, evaluates operating conditions, and checks parameters for deviation from standards and/or other problems.
- Conducts electrical load monitoring of the entire manufacturing facility, machineries and equipment load are included.
- Ensures proper maintenance and operation of all machine and equipment.
- Performs basic troubleshooting and instrument calibration.

- Designs plans, layouts and engineering drawings using AutoCAD or Solidworks.
- Assist in the root cause analysis and investigation on all equipment failures.
- Prepares the machine downtime summary with specific action plans and timetable.
- Monitors the work of the plant personnel during maintenance.
- Responsible for the issuance of spare parts inventory and other repair and maintenance supplies.
- Conducts spare parts inventory to ensure availability of fast moving and critical parts.
- Provides specifications for the spare parts and plant supplies in the facility.
- Prepares purchase request sheet and other information for the procurement of materials.
- Monitors technical contractors to ensure they will perform according to plans, design, agreed timelines, and cost.
- Communicates information relating to project needs and technical requirements.
- Requests and follows up, the outside/technical services and additional supplies needed by the maintenance team.
- Coordinates with the suppliers for the fabrication and repair of machine parts.
- Prepares purchase requisition for plant maintenance related requirements, coordinates with suppliers and contractors.
- Strengthens supplier / contractor pool for utilities.
- Strengthens supplier / contractor pool for spares.
- Ensures implementation of planned maintenance program and spares management system.
- Proper documentation of engineering & maintenance reports.

Perform other duties as assigned by the immediate superior or manager.