

JOB DESCRIPTION		: 31.1
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Job Title

Workpack Engineer

Role

To compile, review and develop workpacks and work instructions for ongoing inspection activities.

Reporting to

Lead Engineer

Academic Competencies

Educated to Higher Standard

Competent in standard Microsoft Applications, Word, Excel, Power point, Outlook, Project and Visio.

Experience Competencies

Previous experience required in same or similar role in Engineering environment, preferably Inspection

Knowledge of NDT Methods

Ability to read and understand technical drawings, documents and reports

Ability to work as an effective team member or individually with key focus on achieving deadlines for deliverables

High level of organisational and planning skills

Accuracy and attention to detail essential

Ability to prioritise and be responsible for own time management

Working understanding of SAP desirable

Personality Attributes

Refer HJA profile

Responsibilities

Technical

- Compile, review and develop workpacks and work instructions for ongoing inspection activities from the following sources:
 - Technical drawings – P & ID's, Isometrics, GA's
 - Technical Specifications
 - Engineering Specifications
 - Engineering requests and instructions
 - Previous work packs
- To compile workpacks as instructed by the Lead Engineer
- To liaise with discipline Engineers and Inspection Manager
- To co-ordinate proof reading of Workpacks prior to client review and formal issue
- To ensure document transmittal process is followed at issue and return
- Ensure accuracy of content and workpacks meet with the scope requirements

Any other ad-hoc or project specific duties as requested by your Line Manager.