SICK

Job Description for the Role of: -

Project Engineer – Systems Plus

Created: 06/12/17. Reviewed: 06.09.2019

The responsibilities of all members of SICK (UK) LTD. Staff shall include: -

A) attaining and maintaining a level of computer literacy commensurate with the requirements of their role within the company;

B) assisting in the maintenance of the Quality Systems through:

Maintenance of the Quality Documentation

Where appropriate, raising nonconformances and informing the Quality Manager of any deviations from the Quality Documentation

C) maintaining a level of presentability commensurate with their role within the company;

D) informing the relevant Manager of any requirements regarding training;

E) maintaining a basic knowledge of all products / product groups within the company;

F) maintaining a basic knowledge of all services offered by the company;

G) carrying out any reasonable task as requested by any member of the Management Team.

The Project Engineer – Systems Plus reports to the Manager - Systems and Auto Ident

The primary activities, tasks and responsibilities of the Project Engineer – Systems Plus shall be the delivery of FA/LA projects and include all below requirements:

A) Project engineering matters

1) acquiring and maintaining knowledge of SICK FA/LA products and supply support for these products

2) carrying out onsite preventative maintenance, support, repair and breakdown visits as a primary function. This will include travel, stay away over night or, on occasion, work at weekends

3) conducting basic project management tasks as directed by the Manager – Systems and Auto Ident, the Project Manager – Systems or, in their absence, the Lead Project Engineer – Systems Plus

4) working closely with the Manager – Systems and Auto Ident, the Project Manager – Systems Plus and, in their absence, the Lead Project Engineer – Systems Plus to ensure projects are achieved on time and on budget

5) carrying out all aspects of system installation, commissioning and support considered reasonable by the Manager – Systems and Auto Ident, the Project Manager – Systems or, in their absence, the Lead Project Engineer – Systems Plus

6) helping with the scheduling of preventative maintenance visits and ensuring that all pre-work documentation is completed prior to customer maintenance or breakdown visit

7) ensuring that all post visit Reports, e. g. for installation, commissioning, preventative maintenance, breakdowns, are completed to the required standard, signed, countersigned by the customer and sent in a timely manner to the Systems Plus Office

8) contacting the Lead Project Engineer – Systems Plus as a "First Port of Call" should assistance be required when working on customer sites

9) liaising with component suppliers and build up 3rd party knowledge

10) providing technical, application and trial support and carry out demonstrations primarily on FA/LA products (telephone and site based) to customers and the SICK Sales Team

11) where required, assisting the Sales Teams in selling the FA/LA product range to achieve sales and to meet sales target levels

12) preparing and conducting, as required, training for customers and employees

13) reporting to the Manager – Systems and Auto Ident and / or to the Sales Manager any potential business (product and / or services) identified within the execution of the above tasks and offer suggestions where appropriate

14) identifying and requesting training appropriate to the job role and attending training courses as identified by the Manager – Systems and Auto Ident

15) helping to foster a smooth working relationship between the Manager – Systems and Auto Ident, the Systems Plus Team, the Sales teams and SICK AG

B) General and administration matters

16) Observing all Company procedures and policies by

- submitting expenses promptly, at least once a month
- ensuring the company car is properly maintained
- dealing with pre and post visit reports (see above)
- following Credit Control rules
- maintaining the Company's diary system (currently Lotus Notes) and the Company's customer and prospect database (CRM365)
- ensuring your car stock is complete and in good order
- completing monthly stock checks according to the electronically submitted stock report and bi-annual physical stock checks

17) assisting in all areas of Company support activities as requested by the Manager – Systems and Auto Ident, e. g. assistance with cross divisional projects

18) carrying out any reasonable task as requested by the Manager – Systems and Auto Ident

Member of Staff's Name	Signature	Date
Their Manager's Name	Signature	Date