



<b>DIVISION/DEPARTMENT:</b> MMD/Engineering Services		<b>JD DOCUMENT CODE/ REVISION</b> MMD/ES/021/Rev00
<b>REPORTS TO ( POSITION TITLE)</b> Manager, Engineering Services Pharm South / Senior Manager, Engineering Services Biotech & Pharm West / Senior Manager, Engineering Services API / Senior Manager, Utilities & Facilities	<b>JOB DESCRIPTION</b>	<b>EFFECTIVE DATE:</b> 01 Feb 2013
<b>BAND/ LEVEL:</b> 300/ P1	<b>POSITION TITLE:</b> Engineer ES	<b>PAGE:</b> PAGE 1 of 4

<b>JOB PURPOSE</b>
<ul style="list-style-type: none"> <li>Assist, executes, plans, organizes and supports Utilities, Production, Project, ECC, Validation and Maintenance activities in order that equipment, systems and facilities are safe, efficiently utilized, reliable and meet GMP/ regulatory/ production requirements</li> </ul>


<b>MAIN RESPONSIBILITIES</b>
<ul style="list-style-type: none"> <li>Assist in Electrical/Instrument/Mechanical/Utilities engineering and troubleshooting support with the goal to increase operational efficiencies and minimize maintenance expenses</li> <li>Supervises maintenance technicians to support unit operations and/or run the utilities plant</li> <li>Standby for any emergency repair after office hours / weekends and public holidays</li> <li>Assist during the calibration of instruments, selection and installation of utilities automation systems</li> <li>Works on the improvement of PM/PdM procedures and/or studies</li> <li>Tracks and completes all compliance related requirements</li> <li>Assist in installation, modification, fabrication, testing, servicing and repairs of equipment adhere to site change control procedures</li> <li>Assist in overseeing testing, commissioning, qualification (IQ, OQ) activities are executed accordingly and in compliance</li> <li>Manages maintenance related project schedule, costs and quality utilizing proper controls.</li> <li>Ensures that maintenance projects deliverables are met and all associated documentation is established</li> <li>Identifies, executes and makes improvement on routine work activities</li> <li>Support in the improvement studies to enhance equipment or system efficiency, reduce energy cost/usage and other cost saving/avoidance projects</li> <li>Performs job assignments by Supervisor pertaining to equipment or system or documentation or housekeeping</li> <li>Establishes SHE objectives for projects and leads the implementation of systems.</li> <li>Support in utilities automation systems evaluations &amp; implementation</li> <li>Participate in SHE, Business Compliance, cGMP and all other compliance-related matters, where applicable</li> </ul>

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- Any other tasks as and when assigned by Supervisors
- Ensures operational knowledge and technical skills are maintained and compliant with individual training and job requirements

<b>ACCOUNTABILITIES</b>	<b>DIRECT IMPACT (\$)*</b>	<b>INDIRECT IMPACT (\$)*</b>
Meet the project spending within the approved fund	+/- 10% tolerance	NA

\* (only if applicable.)

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<b>SUPERVISORY RESPONSIBILITIES:</b>	<p><b>No. of direct reports:</b> Total: <u>  0  </u> direct (Refers to the no. of staff reporting directly to this position)</p> <p><b>No. of indirect reports:</b> Total: <u>  0  </u> indirect (Refers to total number of staff reporting to this position's direct reports) <i>(The headcount figure is subjected to ±10% fluctuation in view of changing business needs.)</i></p>
<b>PROFILE:</b>	<p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>Bachelor Degree in Engineering or equivalent</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>Prefer 2-3 years relevant technical experience in pharmaceutical or manufacturing industry, including: <ul style="list-style-type: none"> <li>Process/ facilities equipment operation, reliability and maintenance planning</li> <li>Project management skills, including problem-solving, developing and implementing technical solutions, planning and scheduling implementations, working with multi-functional teams</li> <li>Continuous improvement, Lean Six Sigma methodology and application of Lean tools preferred</li> </ul> </li> </ul> <p><b>Leadership, Professional and Functional Competencies*</b></p> <p><b>Leadership Behaviors</b> Demonstrates leadership behavior in alignment with Merck leadership standards</p> <ul style="list-style-type: none"> <li>Refer to Merck Leadership Behavior</li> </ul> <p><b>Professional competencies</b></p> <ul style="list-style-type: none"> <li>Refer to Merck/MSD Professional Competencies</li> </ul> <p><b>Functional competencies</b></p> <ul style="list-style-type: none"> <li>Demonstrated utilities operation, project management skills to execute small maintenance projects, to complete projects successfully within budget, schedule and quality requirements</li> <li>Knowledge of applicable regulations and divisional policies/guidelines, especially equipment design, equipment qualification, preventive maintenance and calibration</li> <li>Develops an awareness of Engineering and Compliance standards through assigned tasks and training</li> <li>Develops an awareness of the practical application of theoretical</li> </ul>

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	<p>engineering knowledge</p> <ul style="list-style-type: none"> <li>• Develops an understanding of planning related to assigned engineering role</li> <li>• Assists in planning related to assigned engineering role</li> <li>• Assists in the providing of data to support risk based decision</li> </ul>
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