

**QUICKSTEP TECHNOLOGIES PTY LTD  
POSITION DESCRIPTION**

<b>JOB TITLE:</b> <i>Generic title of the level of work</i>	<i>Production Engineer</i>
<b>POSITION NUMBER:</b>	MJ017
<b>REPORTING TO:</b>	Production Engineering Lead
<b>LOCATION:</b> <i>Physical location of the role</i>	Quickstep Technologies, Bankstown, Sydney, New South Wales
<b>JOB PURPOSE:</b> <i>Summary of what the role delivers</i>	To construct manufacturing operations documentation and Bill of Materials from information contained in the customer specifications and requirements.
<b>JOB HOLDER RESPONSIBILITIES:</b> <i>Summary of the accountabilities for the role</i>	<p><b>Primary responsibilities</b></p> <ul style="list-style-type: none"> <li>• Use of ERP system to construct work orders, Bill of Operations and Bill of Materials (BOM's) from information contained in customer specifications and requirements</li> <li>• Use of Microsoft Word to construct and present detailed procedures and processes</li> <li>• Loading parts to ERP system and identifying Condition of Part Supply (COPS) for procured parts</li> <li>• Use of CATIA V5 to view and interrogate customer models to gather requirements for creation of manufacturing planning, visual instructions</li> <li>• Provide technical support to manufacturing functions</li> <li>• Root cause analysis of production problems and implementing robust corrective actions</li> <li>• Provide operational support to company assets e.g. kitting machine, laser projectors, ovens, autoclaves etc.</li> </ul> <p><b>Secondary responsibilities</b></p> <ul style="list-style-type: none"> <li>• Support engineering input into company bid process</li> <li>• Support manufacturing operations to identify and implement continuous improvements</li> <li>• Support manufacturing operations to identify and implement corrective actions projects</li> <li>• Complete engineering tasks in support of Program Manager</li> <li>• Creating first article inspection (FAI) cards</li> <li>• Configuration control of the planning documents and their release to operations</li> </ul>

	<p><b>Training</b></p> <ul style="list-style-type: none"> <li>• Undertake job specific training as required by the company</li> </ul> <p><b>Teamwork</b></p> <ul style="list-style-type: none"> <li>• Communicate fully with honesty, openness and integrity</li> <li>• Actively engage with teams throughout the company and support business initiatives and strategy</li> <li>• Treat all colleagues, customers, service providers, network contacts and shareholders with respect</li> <li>• Demonstrate a motivated, 'can-do' approach</li> <li>• Encourage an environment of sharing knowledge, information and ideas to ensure continuous improvement within the team</li> <li>• Develop operational flexibilities within and between teams and team members</li> </ul> <p><b>Personal Development</b></p> <ul style="list-style-type: none"> <li>• Willingness to learn new skills</li> <li>• Commit to undertake training and development as required, in all areas of job responsibilities</li> <li>• Actively contribute to Quicksteps culture of promoting the well-being of all staff through the use of company WHS, Training and development, Environmental and Quality Assurance systems</li> <li>• Observe and comply with all of Quicksteps Workplace Health and Safety policies and procedures, including safe operating procedures relevant to this role</li> </ul>
<p><b>KEY INTERACTIONS:</b> Summary of the main contacts of the role and details of the type of interaction involved</p>	<ul style="list-style-type: none"> <li>• <b>Production Engineering Lead:</b> day to day reporting on task progress</li> <li>• <b>Program Manager:</b> day to day reporting on task progress</li> <li>• <b>Production Engineering Manager:</b> as required to discuss and resolve technical issues. Comply with functional requirements</li> <li>• <b>Larger Quickstep team:</b> Liaison with procurement team and input to technical reviews. Liaison with quality team to support FAI</li> <li>• <b>Customers:</b> Liaison regarding technical requirements</li> </ul>
<p><b>PERSONNEL SUPERVISED:</b> <i>Include both direct reports and indirectly supervised</i></p>	<ul style="list-style-type: none"> <li>• Provide cross training within engineering team</li> <li>• Provide input to Manufacturing operations training needs</li> </ul>
<p><b>FINANCIAL DIMENSIONS:</b> <i>Include any financial dimensions relevant to the role</i></p>	<p>As per the Company delegations policy</p>

<p><b>QUALIFICATIONS AND EXPERIENCE:</b>  <i>Includes formal tertiary education leading to a degree or diploma acquired at a formal tertiary institution</i></p>	<ul style="list-style-type: none"> <li>• Minimum a recognised Apprenticeship and/or Higher Education / Technical College certificate or qualification in Aerospace, Automotive or Mechanical Engineering</li> <li>• Other engineering related disciplines would be considered</li> </ul>
<p><b>JOB SPECIFIC SKILLS:</b>  <i>Includes practical knowledge within a certain function, industry or area of business/speciality as well as specific technical skills the role may require</i></p>	<ul style="list-style-type: none"> <li>• Aerospace/Production Engineering experience with products made from composite materials</li> <li>• Highly proficient in Microsoft Word, Proficient in Excel, Basic CATIA V5</li> <li>• Aerospace industry experience is ideal. Defence, manufacturing, industrial design, automotive or marine industries would be considered</li> <li>• Attention to detail</li> <li>• Problem solving skills</li> <li>• Ability to work as part of a team</li> <li>• Excellent communication skills</li> </ul>
<p><b>MAJOR CHALLENGES</b>  <i>Describe the major challenges or the most difficult types of problems you typically face in performing your job</i></p>	<p>Quickstep Technologies is a fast growing organisation establishing itself within an international arena in which quality is paramount. A desire to work in this dynamic and challenging environment as part of a highly motivated team is vital to success in this role.</p>

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE