

## POSITION DESCRIPTION

<b>Position Title:</b>	<b>Graduate Engineer Trainee</b>	<b>Pos. No:</b>	
<b>Reports To:</b>	Lead Engineer / Engineering Manager	<b>Grade:</b>	
<b>Work Location:</b>	Hyderabad	<b>FLSA:</b>	
<b>Department:</b>	Engineering		
<b>Prepared By:</b>		<b>Date:</b>	
<b>HR Approval:</b>		<b>Date:</b>	

### PURPOSE:

Summarize briefly the major function and purpose of the position.

Creates, reviews and approves designs, drawings, DBIs, Specifications, etc., and accomplishes work within existing systems & under supervision. Performs basic technical observations, analysis and modifications of simple components.

### ENTRY QUALIFICATIONS:

What are the minimum qualifications an employee must have in order to perform the duties of the position? (I.e. educational requirements, licenses, certification, work experience, training etc.)

Bachelor/Master of Engineering

0 to 1 year working experience.

Basic understanding of engineering practices, design methods & calculations.

Ability to read, interpret & prepare applicable technical information & suggest design/process changes to ensure simple, functional and cost effective results.

### TRAINING REQUIREMENTS:

What additional training will an employee require to continue to perform the duties of the position?

FMC operating procedures, FMC safety program, TCE and intranet systems.

Additional FMC training courses as outlined in the FMC India Training Matrix

### SCOPE OF RESPONSIBILITIES / ACCOUNTABILITY:

Indicate budget/revenue responsibility.

No budget responsibilities at this level.

Received detailed instructions & guidance through design steps for routine projects. Must demonstrate an awareness of policies & procedures that affect specific job assignment.

Review the work of drafter and designer for accuracy and soundness of judgement.

### WORK ENVIRONMENT:

The work environment and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**WORK ENVIRONMENT:** Describe general working conditions (i.e. noise level, temperature, around heavy machinery)

Office environment. Minimum exposure to hazard such as noise, temperature extreme etc.

**PHYSICAL DEMANDS:** Describe amount & frequency of physical requirements of the position (i.e. lifting, pushing, climbing)

Spends 90% of the time sitting and operating a computer or workstation. Spends 10% of time lifting, pushing and walking. Some climbing.

**MAJOR RESPONSIBILITY AREAS:**

Identify the major duties and tasks accomplished by this position. For each duty, identify if it is an E - essential function or N - nonessential function of the job.

E/N	Duties and Responsibilities
E	Creates basic designs, drawings, DBIs, specifications, etc., following application of basic scientific / engineering principles & specific procedures.
E	Using the CAD and database systems, facilitates to make layouts, analyze designs, evaluate equipment systems and generate new equipment design.
E	Prepares documentation, information and communications such as ECN (Engg Change Notices), DBI and engineering specifications and ensures conformance to all policies and procedures related to engineering functions, labor reporting and system reporting.
E	Consults with other departments on equipment designs, problems and questions
E	Test and evaluates products to determine design limits and needed improvements. Prepare test reports and closure reports on engineering project assignment.
E	Prepare reports, correspondence, procedures, specifications and technical calculations.
E	Assists and checks the work of drafters, designers, and peers of similar experience.
N	May assist in product cost estimates.
N	May participate in product standardization activities.
N	Attends appropriate industry related professional society meetings and functions in order to stay informed and make good use of new technologies, products and personal development opportunities.

This job description is a general description of essential job functions. It is not intended as an employment contract, nor is it intended to describe all duties someone in this position may perform. All employees of FMCTI are expected to perform tasks as assigned by supervisory personnel, regardless of job title or routine job duties.