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# Example of Mechanical / Senior Mechanical Engineer Job Description

Our innovative and growing company is searching for experienced candidates for the position of mechanical / senior mechanical engineer. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for mechanical / senior mechanical engineer

* Store all project documentation in the EPM system in compliance with PSD Quality Management system and as required by TS 16949
* Prepare regular status reports for all assign projects
* Track and control project spending
* Write and maintain equipment specifications
* Write and maintain general mechanical specification
* Write and publish Mandatory Equipment Modifications Orders (MEMO)
* Monitor and support MEMO compliance for all NA and Bandag facilities
* Write Funds request for capital projects and review plant submitted FR’s and provide value engineering recommendations to support cost improvement targets
* Prepare Request for Quotes documentation
* Analyze proposals and enter purchasing requisition into SAP system, prepare 100K forms as required

## Qualifications for mechanical / senior mechanical engineer

* Rotating Equipment
* Proficiency working with Microstation CAD software
* Quick learner and ability to apply defined processes and policies
* Self motivated and committed team member
* Make design calculations to enable preparation of drawings
* Make suggestions for improvements to design and drafting practice