

SKILLS FRAMEWORK FOR MARINE AND OFFSHORE SKILLS MAP - PROJECT ENGINEER

Sector	Marine and Offshore					
Track	Project Management					
Occupation	Project Engineer					
Job Role	Project Engineer					
Job Role Description	<p>The Project Engineer is responsible for ensuring proper adoption of resource, quality, and risk standards during the project lifecycle. He/She coordinates all administrative processes related to a project, including the final project handover documentation. He typically comes from an engineering background with work experience in production and/or design, and is able to identify and report project-related issues, and suggests changes related to quality, risk, and administrative processes.</p> <p>He has good communication and negotiation skills for engaging with both internal and external parties to coordinate project activities between organisational departments and teams during the various phases of a project, as well as managing sub-contractors to ensure they are integrated into the project and adhering to technical requirements.</p>					
Critical Work Functions and Key Tasks	Critical Work Functions	Key Tasks	Performance Expectations (For legislated / regulated occupations)			
				Oversee project plans and execution	Coordinate project administration in accordance with project administration policies and procedures	In accordance with: <ul style="list-style-type: none"> • Classification Society regulations; • Workplace Safety and Health (WSH) Act
					Coordinate with the technical department to resolve issues	
					Record and maintain project-related documentation	
					Interpret contract terms and conditions which includes technical specifications and warranty	
					Liaise with third party subcontractors to ensure execution as per finalised technical specifications, budgets and time schedules	
					Monitor project costs and identify potential cost issues	
	Monitor project schedules and report potential changes in project schedules to management					
	Manage project risks	Identify risks for a specified functional area within a project				
		Adopt risk control policies and procedures to mitigate risks				
		Escalate complex risks to management				
	Manage project resources	Monitor resource usage				
		Propose resource needs for projects in collaboration with production teams				
Recommend re-allocation of resources to meet project requirements						
Liaise with external stakeholders for timely delivery of resources						
Manage warranty claims and variation orders	Coordinate activities as directed to resolve warranty claims					
	Coordinate execution of variation orders					
Manage project quality	Liaise with relevant stakeholders to ensure quality level of project deliverables is in accordance with organisational quality standards					
	Adopt quality assurance and quality control (QA/QC) policies and procedures consistently throughout project lifecycle					
	Provide inputs to assessment of quality management outcomes in relation to desired outcomes with the QA team					
Skills & Competencies	Technical Skills and Competencies		Generic Skills and Competencies (Top 5)			
	Big Data Analytics	Level 4	Teamwork	Intermediate		
	Business Negotiation	Level 3	Interpersonal Skills	Basic		
	Business Presentation Delivery	Level 3	Communication	Intermediate		
	Business Proposal Writing	Level 4	Resource Management	Basic		
	Commissioning Coordination	Level 3	Data Analytics	Basic		
	Component Assembly	Level 4				
	Continuous Quality Improvement	Level 3				
	Contract Development and Management	Level 4				
	Emergency Response Management	Level 2				
	Financial Budgeting	Level 3				

	Financial Planning	Level 3	
	Manufacturing Workflow Management	Level 4	
	Marine Engineering Calculations	Level 3	
	Naval Architecture Calculations	Level 4	
	Programme Management	Level 4	
	Project Coordination	Level 3	
	Project Feasibility Assessment	Level 4	
	Project Quality Management	Level 3	
	Project Risk Management	Level 3	
	Quality Engineering Integration	Level 3	
	Quality System Management	Level 3	
	Service Excellence	Level 2	
	Stakeholder Management	Level 3	
	Technical Inspection	Level 3	
	Technical Writing	Level 3	
	Value Engineering	Level 4	
	Vendor Management	Level 3	
	WSH Culture Development	Level 2	
	WSH Performance Management	Level 2	
Programme Listing	For a list of Training Programmes available for the Marine and Offshore sector, please visit: www.skillsfuture.sg/skills-framework/marineandoffshore		

The information contained in this document serves as a guide.