



### JOB DESCRIPTION

Title (English)	Environmental Engineer	Title (Vietnamese)	Kỹ sư môi trường
Section	Basic Design	Department	Plant
Report to (Position)	Assistant Manager, Technical Manager, General Manager, Deputy Director	No. of Subordinate(s)	0

### JOB PURPOSE

<ol style="list-style-type: none"> <li>1. Do basic design</li> <li>2. Prepare cost sheet for project</li> <li>3. To apply the new technology for design and equipment selection as well as the cost estimation.</li> <li>4. Do test running for project</li> <li>5. Support sales engineer to do the technical sale activity</li> </ol>
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### KEY RESPONSIBILITIES

Key responsibilities	Key activities	Expected results
Basic Design	<ul style="list-style-type: none"> <li>• Calculation sheet</li> <li>• Drawing flow sheet, layout &amp; section</li> <li>• Running cost</li> </ul>	<ul style="list-style-type: none"> <li>• Accuracy</li> <li>• Suitable with requirement</li> <li>• Cheapest</li> </ul>
Cost estimation	<ul style="list-style-type: none"> <li>• Select equipments and instruments</li> <li>• Find good quality products with reasonable price</li> <li>• Prepare cost sheet</li> <li>• Update data base</li> </ul>	<ul style="list-style-type: none"> <li>• Quality</li> <li>• Cost control</li> <li>• Accuracy</li> <li>• Cost control</li> </ul>
Documentation	<ul style="list-style-type: none"> <li>• Prepare documents for approval</li> <li>• Prepare operation manual and instruction manual from manufacturers</li> <li>• Prepare calculation sheet for new technologies</li> </ul>	<ul style="list-style-type: none"> <li>• Accuracy</li> <li>• Accuracy</li> <li>• Accuracy</li> </ul>
Test running	<ul style="list-style-type: none"> <li>• Control operation conditions</li> <li>• Findout the cause and solve trouble shooting</li> </ul>	<ul style="list-style-type: none"> <li>• Delivery on time</li> <li>• Accuracy</li> </ul>
Training	<ul style="list-style-type: none"> <li>• Attend the training course from managers and suppliers</li> </ul>	<ul style="list-style-type: none"> <li>• Development &amp; Self study</li> </ul>

## MAJOR CHALLENGES

Major Challenges	Required Competencies
<ul style="list-style-type: none"><li>• Many inquiries in the same time</li></ul>	<ul style="list-style-type: none"><li>• Job management skill and plan</li></ul>
<ul style="list-style-type: none"><li>• Working environment under high pressure</li></ul>	<ul style="list-style-type: none"><li>• Flexibility</li><li>• Problem solving</li><li>• Self study</li></ul>

## JOB SPECIFICATIONS

### Education background

- Bachelor of Enviromental Engineering, Biological Engineering

### Professional experiences (advantage)

- At least 03 years experience in water and wastewater treatment system
- Understanding of project procedure

### Competencies (advantage)

(Key competencies)	(Job competencies)
<ul style="list-style-type: none"><li>• Leadership</li><li>• Communication</li><li>• Trouble shooting</li><li>• Self developemnt</li></ul>	<ul style="list-style-type: none"><li>• Coordination</li><li>• High working pressure</li><li>• Adaptability &amp; flexibility</li><li>• Attention to the detail</li><li>• Data collection &amp; analysis</li></ul>

### Other (If any)

- Good English
- Computer literature
- CAD operation and other softwear

<b>Responsibility</b>	<b>Prepared by</b>	<b>Reviewed by</b>	<b>Approved by</b>
Name	Dao Huu Ty	Etsuji Tsuiki	Toru Usui
Position	Enviromental Engineer	Technical Manager	General Director
Date	/ /	/ /	/ /
Signature			