

Job Description

Title: Project Engineer II

Department: Engineering

Date Effective: July 2023

Document title: PrEngII

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Mgr. Approval: KK, LL

Job Summary

The Project Engineer II performs engineering design evaluations and works to complete projects within budget and scheduling restraints. Reviews industry policies and procedures to ensure data accuracy, security, and regulatory compliance. Reviews reports of production, malfunction, and maintenance to determine or address problems. Provides technical support for the engineering process. Designs, implements, and communicates, an operational plan for completing the project. Monitors progress and performance against the project plan. Takes action to resolve operational problems and minimize delays. Identifies, develops, and gathers resources necessary to complete the project. Prepares engineering designs and work specifications. Develops project schedules, budgets, and forecasts. Selects materials, equipment, project staff, and external contractors.

Key Areas of Responsibility

- Manage a variety of capital projects (i.e. design, planning, cost estimating, contractor/resource review and relationship, etc.) through initiation, execution, commissioning, and turnover. These will include:
 - Capital improvement projects focusing on capacity and efficiency.
 - Cost reduction projects.
 - Improvement opportunities with regard to safety, regulatory compliance, quality, and reliability.
- Project budgets vary between \$5M to \$1MM+.
- Manage multiple projects with shared resources.
- Facilitate safety awareness and expectations of co-workers and external partners on site.
- Provide technical support and expertise for operational trouble-shooting and as needed for new product and process development activities.
- Coordinate team activities to meet demands of project execution, completion, and turnover goals.
- Create and/or modify standard operating procedures for manufacturing processes. These include development of process control algorithms as necessary.

Project Management Expectations –

- Establish clear objectives in collaboration with various departments.
- Manage internal and external communications effectively in oral and written formats.
- Gather consensus and ensuring decisions are made on a timely basis.
- Work closely with external partners to achieve project goals.
- Manage construction and/or modification of manufacturing operations/infrastructure as required.
- Achieve objectives successfully within budget and schedule.
- Follow up with project customers after hand-over to ensure successful implementation and operation.

Reporting Relationships

- Individual Contributor Reports to (position): Director of Engineering and Safety
- Working Supervisor
- Manager (hire/fire/discipline authority for 2+ employees)

Job Description

Formal Education / Certification Requirements – Essential Functions

- Four-year college degree in in Engineering (Mechanical, Chemical) or similar field
- 3-5 years’ experience in project management in a manufacturing environment is preferred.
- Must understand heat transfer, fluid flow, pumping, piping, and instrumentation.
- Individual must have excellent verbal and written communication skills.
- A hands-on approach with the ability to build rapport with the operation, maintenance, utilities, and analytical personnel is required.
- A practical understanding of multiple disciplines of mechanical, electrical, and controls engineering is required, along with applicable environmental and regulatory standards.
- A background in good engineering practices such as ASME, API, UL, is preferred.
- Comfort working with industrial distributed control systems (DCS) and human machine interfaces (HMI).

Travel Requirements

Infrequently. Maybe required for training or customer needs.

Physical Requirements / Working Environment and Conditions

- Day to day work is in a manufacturing environment.
- Tasks may at times be performed with exposure to all weather conditions.
- Require the usage of personal protective equipment (PPE) and may take place in confined spaces.
- Duties involve frequent walking, standing, lifting, pushing, pulling and carrying objects up to 65lbs.
- Must be able to frequently climb ladders to access mission critical operating equipment and obtain product samples. Some towers are over 100 feet tall.
- Must be able to work in confined spaces.
- Must be able to clearly view and inspect mixers/pumps located 12-14 ft below an elevated tank platform.

Disclaimer

The above statements are intended to describe the general nature and level of work performed by employees assigned to this position. This document is subject to change at any time and is not intended to be exhaustive of all duties, responsibilities, and skills required by employees with this position title. The physical requirements will be described on a supplemental Occupational Worksheet and are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made upon request.

To be completed by HR:

Job classification : Full Time	FLSA Status: Exempt	Completed by: L Lovett
Designation Code: Essential		Date finalized: 07/13/2023

