

Job Description

Title: Project Manager

Department: Engineering

Date Effective: June 2021

Document title: PrMgr

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Mgr. Approval: TL, LL

Job Summary

The Project Manager is a member of the Twin Rivers Engineering group and provides management, technical support and field support of projects from the appropriation stage to final turnover to plant operations. This position will be responsible for development and execution of planned major capital expansions as well as supporting other aspects of the engineering team.

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 \$10M to \$3MM+.
- 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.
- Support Technical Safety efforts as priorities dictate.
- 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.
- Participate in operator training as required.

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): Engineering Manager

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
- 7+ years’ experience in project management in a manufacturing environment is preferred
- Prior experience with chemical processing is required
- Must understand heat transfer, fluid flow, pumping, piping, and instrumentation
- Individual must have excellent verbal and written communication skills. Formal presentations to senior management will be a requirement of the role
- 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 Code:	FLSA Status: Exempt	Completed by: L Lovett
EEO Code:		Date finalized:

