



POSITION DESCRIPTION

POSITION TITLE: Plant Process Engineer

CLASSIFICATION: Exempt

APPROVED BY: Human Resources Director

POSITION REPORTS TO: Plant Manager

POSITIONS SUPERVISED:

POSITION PURPOSE

Plan, direct, and coordinate activities concerned with design, modification, and operation of process equipment, including monitoring modifications and upgrades and troubleshooting existing processes, per Process Safety Management standards.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

1. Develop and maintain engineering documentation for projects, process flow diagrams, piping and instrumentation diagrams, specifications, material balances, data sheets and arrangement drawings.
2. Maintain equipment lists, line lists, tie-in lists.
3. Maintain energy and water balances.
4. Process equipment specifications, data sheets, and bid tabulations.
5. Process system construction specifications.
6. Process engineering calculations
7. Review operating equipment and procedures for PSM systems/processes for compliance with 29CFR1910.119 and PSM policies and procedures compliance.
8. Interface with maintenance and operating departments to ensure that processes and designs are compatible with existing technologies.
9. Perform other engineering duties as assigned.

QUALIFICATIONS

EDUCATION/

CERTIFICATION: Bachelor degree in Engineering, Civil, Chemical or Mechanical Engineering preferred

REQUIRED KNOWLEDGE & EXPERIENCE:

Strong knowledge of Microsoft Office Suite required
Experience with Microsoft Project or P3 is required
AutoCAD expertise preferred
Knowledge of general office equipment required

SKILLS/ABILITIES:

Excellent written and verbal communication skills
Strong creative and organizational skills
Ability to interact professionally and effectively with internal and external customers



Ability to maintain good relationships with internal and external customers, use tact and diplomacy, and possess a customer service focus
Strong analytical abilities, problem solving skills, negotiation skills, dispute resolution and ability to overcome obstacles
Manage multiple priorities with efficiency and accuracy
Ability to anticipate needs and accomplish necessary tasks
Strong motivational ability
Act with honesty and integrity

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION

Some time will be spent in a temperature-controlled office-based environment at the plant office. Ability to sit for long periods of time. Able to view computer screen for lengths at a time. Significant time will be spent in the plant. All types of chemical industry equipment are used in the plant to include, but not limited to fermentation vessels, jet cookers, agitators, mixing and milling equipment, distillation columns, centrifuges and distributive control systems. May be exposed to loud noises, wet and humid conditions, fumes or airborne particles, toxic chemicals, extreme hot and cold depending on weather conditions. May be required to work in high, precarious places. Must be able to speak and listen clearly. Fine visual acuity to read for accuracy. Travel required or as needed. For more detail please review the ADA questionnaire on file in Human Resources.

PHYSICAL STRENGTH: This job may require lifting of up to 50 pounds regularly.

INTENT AND FUNCTION OF JOB DESCRIPTIONS

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all-inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.

Employee signature _____

Date _____

Supervisor signature _____

Date _____

HR Director signature _____

Date _____