



Process Engineer

Division: POET Design & Construction

FLSA Status: Exempt

SUMMARY

The Process Engineer is responsible for the design, implementation, and specification of plant process systems and associated tasks. The Process Engineer works under the guidance of senior engineers to complete assignments and develop knowledge and skills. The Process Engineer is required to have knowledge of commonly used concepts, practices, and procedures within their field.

ESSENTIAL FUNCTIONS

1. Prepare process designs under the supervision of senior engineers including, but not limited to:
 - a. Block flow diagrams
 - b. Process flow diagrams
 - c. Piping and instrumentation diagrams (P&ID's)
 - d. Material and energy balances
 - e. Design selection
 - f. Specifying equipment
 - g. Development of commissioning and operating procedures.
2. Estimate costs, personnel and material needs for projects.
3. Prepare proposals, write specifications and establish completion dates for equipment, materials, and systems.
4. Work with vendors and contractors on various projects, including bid packages, specifications, ordering materials and equipment, and aiding in installation oversight.
5. Review and award vendor contracts, review and approve vendor drawings, and work with project teams in defining project needs.
6. Meet all safety, budget, and schedule requirements.
7. Assist in new technology research and testing to improve processes.
8. Assist with on-site commissioning and start-up activities.
9. Provide on-going engineering support to other POET groups and facilities.
10. Foster a culture of safe behavior and environmental compliance at all times.
11. Maintain a team environment at all times and champion POET in the community.
12. Other duties as assigned.

EDUCATION & EXPERIENCE REQUIREMENTS/COMPETENCIES

To perform the essential functions of this position successfully, an individual should demonstrate the following competencies:

- Bachelor's degree or greater in Chemical Engineering, or equivalent engineering degree, required.
- 4 or more years of overall experience with 3 or more years of experience in a related industry.
- Successful completion of the Fundamentals of Engineering examination preferred.
- Knowledge in Microsoft Office Suite and the ability and willingness to learn new software applications.
- Excellent organizational, time management, and communication skills as well as the ability to adapt to change.

WORK ENVIRONMENT/PHYSICAL REQUIREMENTS

This position is largely self-directed and requires a thorough understanding of company policy, procedures, and values. Team members will be required to adhere to all safety requirements at all times and in all work environments. This position operates in an office environment, as well as a plant, and/or construction environment. The team member may be exposed to high noise levels, moving mechanical parts, dusty conditions, internal and external temperature/weather conditions, and chemicals.

Travel with some overnight stays is required, up to 50%.

Reviewed: July 2016

Specific physical requirements may include:

- Sitting for approximately 90% of the time while working on a personal computer.
- Occasionally lifting weight up to sixty (60) pounds or less.
- Climbing several flights of stairs and ladders.
- Occasionally bending, twisting, and turning while lifting weights of less than fifty (50) pounds.
- Walking of two (2) or more miles per day.
- Working at heights, in confined spaces, and at temperatures from -20 to +100 degrees.
- Standing for extended periods of time.
- Wearing Personal Protective Equipment (PPE).