



Date: January 16, 2019
Job Title: Process Engineer/Specialist
Billing Classification: 204 – Process Engineer/Specialist
Reports To: Department Manager
FLSA Status: Exempt

Summary: Position requires thorough knowledge of chemical, gas or refining process design and engineering techniques. Responsible for planning and conducting work independently that requires judgment in the evaluation, selection, application and adaptation of engineering techniques and procedures. Devise new approaches to problems, and prepare or modify drawings, specifications, calculations, charts and graphs, and monitor work for compliance to applicable codes, accepted engineering practices and client and /or CSD standards.

Essential Functions:

1. Develop and review conceptual designs.
2. Develop and review Process Flow Diagrams (PFD) and Process and Instrumentation Diagrams (P&IDs)
3. Process engineering calculations including heat and material balances.
4. Basis of design process scope documents.
5. Participate in client PHA and MOC reviews.
6. Review and advise on equipment layouts.
7. Process equipment sizing calculations, specifications, data sheets, and bid tabulations.
8. Equipment, PSV, valve, line and specialty items lists.
9. Monitor/review/supervise the work of less experienced engineers/specialists and assist with training. This includes mentoring of less experienced engineers and helping develop them into process engineers/specialists.
10. Interface with other internal engineering disciplines (piping, civil/structural, electrical, instrumentation, automation, etc.) to ensure a coordinated design and complete engineering deliverables.
11. Accountable for the successful completion of assigned engineering tasks and preparation of engineering deliverables.
12. Interface with Client and vendors to define project scope, resolve technical issues, and assist with preparation of procurement documents.
13. Participation in Client/contractor meetings, preparation of meeting minutes and action items list.



14. Field trips to Client site as required determining existing as-built conditions.
15. Assist in the preparation of engineering project proposals as required.
16. Check vendor drawings to insure design accuracy and compliance with specifications.

Education and Experience Requirements:

- Requires a bachelor's degree in Chemical or Mechanical engineering from an accredited college and 10 years of process experience in chemical, gas processing, refining or similar industries Experience with process simulation software (Aspen/HYSYS preferred)
- Must possess a valid driver's license and credit card with the ability to travel as needed

Qualifications:

- Professional Engineer Certification (PE) preferred for Engineer
- Possess excellent leadership, organizational, and interpersonal skills
- Has an excellent working knowledge of process engineering principles and is proficient applying this knowledge to process design
- General computer proficiency
- Ability to work in a team environment for project collaboration
- Ability to pass government security checks