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|  | Position: Project Engineer<br>Reports To: Director of Engineering |
| Date Revised: 10/11/18  | Location: West Point  |

**JOB SUMMARY:** Schedule, plan, forecast, resource and manage all the technical activities aimed at assuring project accuracy and quality from conception to completion.

**ESSENTIAL FUNCTIONS:**

1. Design, specify, procure, install, and start-up support facilities, process equipment, site improvements and new operations. Includes scopes, equipment quotes and selection, bid packages, timetables, engineering contractor selection, construction contractor selection, equipment purchases and cost control.
2. Provide technical support to plant operations, which may involve process design, operating procedures, troubleshooting difficulties, and improvement opportunities.
3. Provide technical support to conduct pilot plant programs by designing equipment, writing procedures and test methods, analyzing data, and writing reports.
4. Perform basic material and energy balances, equipment design calculations, environmental modeling assessments, geo-technical analysis, data analysis, using manual and computer aided methods.
5. Coordinate designs with Environmental, Transportation, and Safety inputs.
6. Provide Management updates, presentations, and coordination.

**REQUIREMENTS:**

1. Excellent communication skills, including verbal and written
2. Decision making ability and leadership skills
3. Ability to work with multiple discipline projects
4. Advanced MS Office skills
5. Time management and organizational skills
6. Willingness to adapt to changing requirements in a small organization; including a wide range of tasks from “hands-on” to consultant engineering supervision

**EDUCATION AND EXPERIENCE:**

1. BS engineering Chemical or Mechanical
2. Minimum of 5 years in chemical engineering including project management, budgeting and procurement
3. Sound knowledge of engineering theory and design criteria

This description is not to be considered “all inclusive” of job requirements.

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