

	Position: Process Engineer Reports To: Plant Manager
Date Revised: 07/25/2022	Location: Pasadena, TX

JOB SUMMARY: Direct involvement with SII manufacturing processes to ensure safety, quality, and productivity are met manufacturing objectives. Recommends and implements root cause solutions to current problems and innovative engineering approaches to new opportunities.

ESSENTIAL FUNCTIONS:

1. Support manufacturing operations by writing operating procedures, analyzing data and writing test reports, training operators, and troubleshooting operations.
2. Drive process improvement by performing basic material and energy balances, equipment design calculations, environmental modeling assessments, data analysis using manual and computer-aided methods.
3. Interact with maintenance and transportation to provide insight into production unit needs.
4. Develop, compose, and issue reports for safety, environmental, and quality compliance.
5. Design, specify, and procure support facilities, process equipment, site improvements, materials of construction, methods of manufacturing, and methods of construction and fabrication, preparing acceptable drawings and sketches, specifications, contracts, lists, and timetables, with supporting best alternative cost information.
6. Support engineering activities on projects by writing job scopes, preparing bid packages, coordinating contractors, writing progress reports, and expediting equipment procurement.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Excellent communication (verbal and written) and people management skills
2. Strong computer skills, including Excel, Word, Project, etc.
3. Good analytical and organizational skills
4. Ability to grow with the company into positions of increasing responsibility

EDUCATION AND EXPERIENCE:

1. Bachelors’ Degree in Chemical or Mechanical Engineering
2. 0-3 years’ experience in related industry; co-op and internship experience valuable

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

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