

Status: Exempt**Reports To:** *Department Manager***Job Description**

Position requires thorough knowledge of petroleum refining, chemical or industrial process design and engineering techniques. Responsible to plan and conduct independent work requiring judgment in the evaluation, selection, application and adaptation of engineering techniques, procedures and criteria. 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 Eichleay standards.

Typical Duties:

Typical duties will include but not be limited to the preparation and/or modification of the following:

- Conceptual designs and process development reports.
- Block Flow Diagrams (BFD) and Process Flow Diagrams (PFD).
- Process and Instrumentation Diagrams (P&ID).
- Process engineering calculations.
- Material and energy balances.
- Basis of design process scope documents.
- Equipment layouts.
- Process equipment specifications, data sheets, and bid tabulations.
- User Requirement Specifications (URS).
- Project status reports.
- Equipment lists, line lists, and tie-in lists.
- Process system construction specifications.

Essential Functions:

Responsibilities will include but not be limited to the following:

- Accountable for the successful completion of assigned engineering tasks and preparation of engineering deliverables.
- Monitor/supervise the work of less experienced process engineers and assist with training.
- Interface with other internal engineering disciplines (mechanical, civil/structural, electrical, instrumentation, automation, architecture, etc.) to ensure a coordinated design and complete engineering deliverables.

- Interface with Client and vendors to define project scope, resolve technical issues, and assist with preparation of procurement documents.
- Participation in Client/contractor meetings, preparation of meeting minutes and action items lists.
- Field trips to Client site as required to determine existing as-built conditions.
- Size and select equipment, materials, and process systems.
- Assist in the preparation of engineering project proposals.
- Check vendor drawings to insure design accuracy and compliance with specifications.
- Construction support activities including responding to submittals and RFIs.

Education/Experience:

- Bachelor of Science or Master of Science degree in Chemical Engineering.
- Over two years of experience in petroleum refining, chemical or industrial process equipment design.

Skills and Special Requirements/Licensing:

- Process simulation experience with HYSYS or other software a plus.
- Knowledge of AutoCAD a plus.
- ASAP Safety Training.
- Licensed PE or EIT is preferred.
- Excellent computer skills in Microsoft Suite.
- Familiarity with API, ASME and ANSI standards a plus.
- Knowledge of hazardous area requirements and certifications related to instrument installation.
- Pre-employment drug and alcohol screening.
- Background screening including previous employment, education, criminal history, and driving record verification.

Work Environmental & Physical Demands:

The characteristics described below are representative of those encountered while performing the essential functions of this position. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

- While performing duties of this job, would occasionally be required to stand, walk, sit, reach with hands and arms, climb or balance, stoop or kneel, talk and hear, and use fingers and hands to feel objects, tools or controls.
- Must occasionally lift and/or move up to 25 pounds.

- Specific vision abilities required include close vision, distance vision, depth perceptions, and the ability to adjust focus.
- Overtime may be necessary as workload's dictate. This may include weekdays, weekends and/or holidays.
- Job will generally be performed in an office environment, but may require travel to visit a Client's office, production facility or industrial/construction job site. Conditions will vary at each location, but the conditions listed above will generally apply.
- May be assigned to work at a Client's office, facility or site for an extended period of time. Conditions will vary at each location, but the conditions listed above will generally apply. When performing outside Eichleay's office, appropriate safety training and safety equipment will be provided by Eichleay and/or Client as required.