

Position Title: Project Engineer	Department: Engineering	Reports To: Engineering Manager
Level: Mid Level (3-5 years)	FLSA Status: Salary Exempt	Supervisory Requirements: N/A
Position Summary: The Project Engineer is responsible for actively listening to and clearly communicating with customers and the BPE team in regard to project designs, drawings, tracking and follow up, as well as problem resolution and project completion deadlines.		
- Communicate with customers effectively during design/fabrication to ensure it goes smoothly and that customer deadlines are met. - Support the Engineering department by creating project designs and drawings to customer specifications. - Mechanical Design (AutoCAD drawings of assemblies and skid weldments). - Develop processes (P&ID, Functional Logics, Components selection) as a basis for mechanical and electrical designs. - Project Management (Project review, Assemblies Release/Procurement). - Equipment Inspection and review. - Functional equipment testing. - Maintain tracking on all projects status/issues/fabrication by staying in constant communication with internal resources to ensure there are no unforeseen delays/issues. - Resolve project issues that may arise, during or after fabrication as quickly as possible while maintaining a team- oriented outlook. - Develop system operation manuals for customers as needed. - Escalate any issues surrounding: completed designs, major design changes, financial decisions, major and/or expensive project additions/changes. - Achieve project completion deadlines, while communicating effectively with the BPE team and customer. - Research and resolve any system design flaws that are discovered.		
Knowledge & Skills: - Problem solving / logical thinking - Multi-tasking and time management - Presentation skills - Technical capacity - Excellent written and verbal communication - Foresight - Project management - Organization - Team-oriented		
Minimum Qualifications: - Bachelors in engineering is required. (Mechanical or Chemical preferred). 5-7 years of experience in a related field. - Knowledge of general mechanical and chemical engineering principles, specifically including fluid mechanics, structural, heat transfer, chemical compatibility, and piping systems. - Familiar with computers/software including MS office package, CAD, 3D modeling, etc.		
Physical Requirements: - Must be able to lift 10lbs. unaided - Must be able to sit for long periods of time - Must be able to type, bend, and reach - Must be able to travel approximately 5% of the time		
Environment: - Typical professional, office setting. - Exposure to industrial conditions when visiting customers and touring their facilities. - Must be able to handle varying levels of stress. - Routinely use standard office equipment such as computers, phones, copiers, printers, fax machines, etc.		

All duties and responsibilities are essential job functions and requirements of this position. These are subject to possible modifications to reasonably accommodate individuals with disabilities. To perform this job successfully, the team member(s) will possess the skills, aptitudes and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels of knowledge, skill and abilities for this position. This in no way states or implies that these are the only job duties to be performed by the team member(s). Team member(s) will be required to follow any other job-related assignments, instructions and duties instructed by authorized personnel.

This document does not create an employment contract, implied or otherwise other than an "at will" relationship.

Employee Signature

Employee Name (Printed)

Date

Manager Signature

Manager Name (Printed)

Date
