



Job Title:	Senior Process Engineer		
		Job Type:	Regular, Full-Time
EEO Job Class:	Technicians	FLSA Status:	Exempt
Department:	Process Engineering		
Reports to:	Technical Services Manager		
Direct Reports:	Process Engineers		
Indirect Reports:			

JOB SUMMARY / OVERVIEW

The Senior Process Engineer primarily applies principles, knowledge and practices of process engineering for timely identification, analysis and resolution of process related issues to ensure safe, reliable and cost-efficient plant operations. Utilize current and new industry developments to improve plant performance and reliability, which includes initiating and developing plant improvement modifications/projects. Support the Process Engineering Manager in the areas of project management, development of budgets and execution of the Manufacturing Policy and Plan. Directly responsible for supervision of the Process Engineering team (may consist of Junior Process Engineer, Process Engineer I/II, or Intern) Assume the responsibilities of the Process Engineering Manager when required.

This role is a mentorship/leadership position that supports an overall team effort to develop and implement a policy and plan which may include budgets; Health, Safety, Security & Environmental matters; Organizational & Cultural development of the Engineering Department; as well as other aspects of the company’s business.

ESSENTIAL JOB FUNCTIONS

- Core duties and responsibilities include the following. Other duties may be assigned.
- Participates and engages peers in organizational HSE initiatives while seeking to consistently improve HSE in the workplace
 - Develop and implement appropriate plant/process monitoring and optimization systems.
 - Coordinates and ensures capital and operational projects are conducted safely, within budget, established timeframes, required quality and in accordance with procurement policies and procedures
 - Provide process engineering assistance/support to the Operations Team as required.
 - Provide process engineering support to the Operations Team in the development of guidelines to ensure plant and equipment are operated in a manner that poses no threat to the environment.



- Provide process engineering support to the Operations Team in the development and routine review of guidelines and procedures to ensure Plant and equipment are operated within design limits.
- Provide process engineering support to assess abnormal Plant conditions and develop guidelines to mitigate and manage these conditions.
- Provide evaluations on assigned and self-initiated tasks (identifying, analyzing and recommending actions to address abnormal and less efficient plant parameters).
- Participate in and at times lead incident investigation teams for troubleshooting and determining root cause of plant issues/problems.
- Develop plant modifications for projects within all degrees of complexity.
- Understand and comply with the Management of Change (MOC) process.
- Participate in and lead at times the 'What Ifs' and HAZOP studies.
- Apply basic project management skills – cost, schedule tracking, etc.
- Be up to date with and apply state of the art developments/technologies applicable to the methanol industry, as required.
- Provide necessary process engineering support to guide the timing of plant shutdowns and turnarounds.
- Provide process engineering expertise on plant shutdown and turnaround activities – planning and execution phases.
- Identify projects, supported with written justification, for inclusion in capital expenditure budgets.
- Work with contractors and outside vendors/suppliers for developing project concepts, quoting, developing scope of work and cost justifications regarding projects.
- Develop special operating procedures that involve process engineering knowledge, e.g. catalyst handling, catalyst reduction, resin change-out, chemical cleaning, refractory dry-outs.
- Provide process engineering support in the development and review of Standard Operating Procedures (SOPs).
- Carry out and review Equipment Performance Evaluations, decide and make recommendations to the Plant Team and Management based on these evaluations.
- Generate production forecasts and operating budgets.
- Live up to the key values of the Organization and act accordingly during the whole life cycle of our human assets.
- Present a professional image at all times to co-workers, clients and vendors and maintain a positive reputation of the Organization.
- Ensure and improve effective HSSE management.
- Ensure all HSSE systems and procedures are adhered to.
- Perform compliance audits, as required, and take appropriate action to correct non-compliance and reinforce positive behaviors.
- Assist other Departments and other administrative personnel as necessary.
- Perform other tasks as assigned.



QUALIFICATIONS

LICENSES, CERTIFICATIONS, AND/OR REGISTRATIONS

- None required

EDUCATION, EXPERIENCE, AND/OR TRAINING

- Bachelor's Degree in Chemical Engineering required.
- Minimum of seven (7) years' experience in Engineering required.
- Experience of Process Plant Operations highly desirable
- Knowledge of Hazard and Operability Studies (HAZOPS) preferred.
- Knowledge of Process Safety Management (PSM) requirements preferred.
- Knowledge of Project Management preferred.
- Experience leading teams preferred.
- Knowledge of Simulation Software preferred

SPECIAL REQUIREMENTS

TOOLS / EQUIPMENT

- Copy Machine
- Scanner
- Telephone system

SOFTWARE

- Proficiency in Microsoft Office, including Excel, Word, and Outlook required.

PHYSICAL

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee is regularly required to talk or hear.
- The employee frequently is required to stand; walk; use hands and fingers, handle or feel; and reach with hands and arms.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- Ability to lift 20 lbs. occasionally, sit for prolonged periods and effectively communicate through various means

ENVIRONMENTAL

- Majority of work is performed within an office environment, including office equipment – such as computers, telephones and copiers.
- Requires passing by industrial equipment on way to office.
- Noise levels are typically moderate to loud.

WORK SCHEDULE



- Regular 40 hour work week, normal duty hours as assigned.
- May work longer hours to meet deadlines as necessary.

TRAVEL

- Travel may be expected as the needs arise.

DISCLAIMER

This is not necessarily an exhaustive list of all responsibilities, skill, tasks, requirements, efforts, or working conditions associate with the job. While this is intended to be an accurate reflection of the current job, Proman USA. reserves the right to revise or change job duties and responsibilities as business needs arise. In compliance of ADA regulations, the employee must be able to perform essential functions with or without reasonable accommodation in a satisfactory manner, further accommodations shall not be made if it constitutes an undue hardship on this organization.

Signatures

This job description has been approved by all levels of management:

Manager_____

HR_____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee_____ Date_____