



Engineering & Terminal Services

Job Title:	Process Engineer-Intermediate Engineer (2-5 yrs)	Job Category:	Engineering/Design
Department/Group:	Engineering	Job Code/ Req#:	
Location:	Houston	Travel Required:	15%-20%
Level/Salary Range:	\$77.5K	Position Type:	Full Time
HR Contact:	Johnette Miller	Date Posted:	
Will Train Applicant(s):		Posting Expires:	
External Posting URL:			
Internal Posting URL:			
Applications Accepted By:			
FAX OR EMAIL: Jmiller@etslp.com Subject Line: Process Engineer-Intermediate Engineer		MAIL: Mrs. Johnette Miller Engineering & Terminal Services 411 N. Sam Houston Pkwy East Suite 150 Houston, TX 77060	
Job Description			
ROLE AND RESPONSIBILITIES			
<p>Perform engineering duties in planning and designing process systems related to the petrochemical industry. Oversee installation, operation, maintenance, and repair of such process systems as piping systems, pumping systems, API 620 and 650 tank system, pressurized vessels, heat, gas, water, and steam systems.</p> <p>It is expected for the Process Engineer to:</p> <ol style="list-style-type: none"> 1) Read and interpret blueprints, technical drawings, schematics, and computer-generated reports. Specifically, Process Flow Diagrams, Piping and Instrumentation Diagrams and Piping/Mechanical Discipline Drawings. 2) Confer with engineers and other personnel to implement operating procedures, resolve system malfunctions, and provide technical information. 3) Establish process requirements to accomplish project goals with input from Project Manager, other disciplines and customer representatives. 4) Work with equipment suppliers during design and fabrication process to ensure acceptance of final product. FAT (Factory Acceptance Test) attendance is often required. 5) Support other disciplines with process design, equipment selection and operation needs. 6) Participate in design HAZOPs and Process Hazard Analysis (PHA) reviews. 7) Develop /support Sequence Of Operation, alarm list and interlock documents for use in control programming, systems checkout and project documentation. 8) Support project start up and commissioning activities, including preparing commissioning plan and operating procedures documents. 9) Evaluate existing operating processes for the purpose of troubleshooting, optimization and/or expansion. 10) Prepare and conduct training for customer operations staff. 			



- 11) Research and analyze customer design proposals, specifications, manuals, and other data to evaluate the feasibility, cost, and maintenance requirements of designs or applications.
- 12) Research, design, evaluate, install, operate, and maintain designed systems and processes to meet requirements, applying knowledge of engineering principles.
- 13) Assist drafters in developing the process design (Process Flow Diagrams and Piping & Instrumentation Diagrams) for each project, using drafting tools or computer-assisted design/drafting equipment and software.
- 14) Provide feedback to design engineers on customer problems and needs.
- 15) Estimate costs and submit bids for engineering, construction, or extraction projects, and prepare contract documents.
- 16) Perform personnel functions, such as supervision of junior engineers, inspectors, technicians and other engineers, and design of evaluation programs.
- 17) Solicit new business and provide technical customer service.
- 18) Attend meetings on-site and off-site depending of project requirements; prepare minutes of the meetings.

CHARACTERISTICS

Process Engineer must have good personal habits, work well with others, be technically conscientious, be able to stay on task and complete work on schedule, be able to work independently as well as on a team, and promote the principles and professionalism of the company.

EDUCATION

Bachelor of Science with a degree in Chemical Engineering from an accredited ABET program.

EIT /FE is preferred.

Master of Science in Chemical Engineering or PE in Chemical Engineering is a plus.

EXPERIENCE

Two (2) to five (5) years of experience in the process engineering profession. Familiarity with petrochemical industry projects is highly desirable.

COMPUTER AND SOFTWARE SKILLS

Must be computer literate and experienced in using Microsoft Office Suite (Word, Excel). Proficient in the Windows environment and use of Internet E-mail.

OTHER SKILLS

- Must be organized
- Must have good written and oral communication skill (English)
- Must manage multiple projects with minimal supervision.

PHYSICAL REQUIREMENTS

The Process Engineer position is considered to be partially sedentary for tasks in the office and partially active when performing site visits to Petrochemical facilities.

WORKING CONDITIONS

Work will occur in an office environment but site visits to petrochemical facilities may be frequent. The employee may be required to stand, walk or move to various locations around the office and visiting facilities outside



the office environment. At the office, this role routinely uses standard office equipment such as computers, phones, photocopiers, etc.

TRAVEL

Occasional travel may be required to fulfill the obligations of this position.

WORK AUTHORIZATION

This position requires proof of United States citizenship or authorization to work in the United States.

UNPLANNED ACTIVITIES

This position requires flexibility and adaptability. There will be tasks assigned that are outside of this job description from time to time.

DRUG TESTING POLICY

Selected candidates will be required to take a Drug Test prior to start working with company. Company will pay for drug test cost. If tested positive, Company will not submit a job offer to selected candidate.

Please note that this job description is not designed to be an exhaustive listing of all the activities, duties or responsibilities that are required for employment.

Reviewed By:	Gil Chartier, PE	Date:	October 23 th , 2017
Approved By:	Antonio Bustios, PE	Date:	October 23 th , 2017