

**CONTINENTAL CARBON COMPANY
POSITION DESCRIPTION**

TITLE: Project Engineer - Plant
REPORTS TO: Superintendent, Maintenance

DEPARTMENT: Maintenance
FLSA: Exempt 

MAIN FUNCTION

The Project Engineer provides technical assistance, including work on special projects as assigned by the Plant General Manager, to all plant departments utilizing a thorough knowledge of all phases of production, operations, and packaging to maintain the plant in a competent technical position.

DUTIES AND RESPONSIBILITIES

Functional Responsibilities:

- Perform the function and role of Project Manager for assigned projects including assumption of responsibility for the project budget, schedule and scope as well as oversight of the design, procurement and contact award, and field erection/training/startup/commissioning phases of the project
- Assists corporate engineering defining project scopes and feasibility of future projects
- Responsible for startup, troubleshooting and evaluation of new processes built by capital or in-plant projects
- Assists in all activities of the Maintenance Department on a daily basis
- Assists in optimization of safety, quality, efficiency and costs
- Assists in the proper management of all equipment and personnel assigned to Maintenance Department
- Assists in the development of departmental strategic planning to fit plant strategies and objectives
- Provide technical support for projects in all areas of scope definition, design, startup and evaluation
- Assists in making sure the plant is meeting environmental standards and reporting requirements to be in compliance with the various state and federal guidelines
- Assist in the maintenance of quality system documentation, and act as the management representative for the quality system
- Initiate actions to improve quality and efficiency and verify implementation of these actions
- Support the on-going safety program and implement established safety procedures
- Communicate with all department supervisors on the status of all projects
- Lead person to execute projects with contractors working in the plant
- Show leadership and knowledge of the plant when dealing with plant personnel and contractors coming on site
- Complete all tasks in a timely and accurate timeframe

CHARACTERISTICS

- High energy level, team player, excellent work ethic, with strong technical skills.
- Able to develop and enhance relationships with peers, customers, suppliers and auditors
- Self-confident and secure to be able to work with all types of personalities

EDUCATION AND EXPERIENCE

- Bachelor's degree in Mechanical Engineering or related engineering discipline required
- 3 or more years of relevant experience
- Proficient with the PC and PC-network applications
- Effective communicator, both oral and written