

Job Description – Process Control Engineer

1.0 Purpose:

Job Descriptions are part of Company Quality Policies and Procedures.

This standard defines the tasks and responsibilities of the Process Control Engineer for project execution. The standard is valid for all Process Control Engineers.

2.0 General:

The Process Control Engineer is assigned by the Department Manager and approved by the Project Manager. This person is the responsible Process Control Engineer for the Project team. The person is responsible to maintain professional competency through continued education.

3.0 Tasks and Responsibilities:

The Process Control Engineer shall be responsible for the following main activities but not limited to:

- Responsible for the design and development of the process control systems for industrial facilities. This includes the specification of control system hardware and software, including the material to support installation.
- Develop the control systems in full compliance with recognized industry standards, safety standards, company requirements and various client specifications.
- Assist in the technical development of assigned project P&IDs.
- Develop technical tabulation to support the selection of control systems.
- Assist in the development of project schedules and manpower requirements.
- Review and checking of technical vendor submittals for installation requirements.
- Prepare control system analyses (feedback control, loop response, stability analysis, safety system design etc.) as required.
- Provide support to procurement of control system hardware and software.
- The Process Control Engineer shall be responsible for control system implementation for the project. This implementation includes but is not limited to: configuration, programming, communications, system architecture, human machine interface, alarm management, trending, historical data, human factors engineering, control room and control panel arrangement, equipment layout, factory acceptance testing and field checkout and pre-commissioning.

4.0 Education and Experience Required:

- BS or licensure and equivalent experience, PE preferred.
- Ten years experience.

5.0 Skills Required:

- Working knowledge of ISA Standards and International Codes.
- Effective computer skills; Microsoft Office software, Lotus Notes and other Company and discipline specific software applications.

- Effective communication skills both verbally and in writing with superiors, colleagues, and individuals inside and outside the Company.
- Effective analytical and problem-solving skills.

6.0 Travel Percentage:

- Moderate, 20% – 25%

7.0 Physical Requirements:

- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand; walk; use hands to finger, handle or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and or move up to 40 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus. The employee must occasionally climb to heights of 200 feet.

8.0 Department:

- I & E Engineering

9.0 Reports To:

- Department Manager, I&E

10.0 FLSA Status:

- Exempt

11.0 Direct Reports:

- None

12.0 Salary Grade:

- Range 08-12

13.0 Approval:

- Manager: _____ Date: _____

- Employee: _____ Date: _____