

Job Description –Proposal Designer

1.0 Purpose:

Job Descriptions are part of Company Quality Policies and Procedures. This standard defines the tasks and responsibilities for the Proposal Designer within the company organization. The standard is valid for all Proposal Designers.

2.0 General:

Proposal Designers are the contact for the Business Unit Proposal Managers and other personnel with regard to any layout or design of proposals. The Proposal Designers report to the Department Manager.

3.0 Tasks and Responsibilities:

The Proposal Designers shall be responsible for the estimating and design of process plants from all business units (Air Separation, Hydrogen and Refining/Gas Processing) with subsequent follow through to project execution to ensure “as-sold” basis. This work shall consist of the proposal equipment arrangement, piping layout and design covering all phases of basic and detail design for both material and man hour estimates. These tasks include the responsibilities shown below, but shall not be limited to these only:

Primary

- Proposal and or Preliminary Piping design dwgs: Plot Plan, piping arrangements, reports, mto’s etc. Development of line list and piping isometrics for material take off if required.
- Ensure proposal design compliance with respective client specifications and codes.
- Consider and propose cost reduction methods or ideas.
- Attend proposal site visits as required.
- Participate in Proposal Reviews as required.
- Technical co-ordination with all disciplines and business units related to proposal design effort.
- Assist in development of proposal specifications (customize / company Standard), and technical write up.

Tertiary

- Prepare or assist in estimate for piping, steel and foundations material commodities.
- Participate in the development of cost estimates.
- Assist in preparation of man hour estimate for piping and civil/structural design.
- Develop and validate estimating tools, analyze historical data.
- Assist with drafting and / or design activities, as required.

4.0 Education and Experience Required:

- Knowledge of 2D and 3D CAD applications.
- A thorough understanding of the Linde standards is necessary.
- Two year Technical Certification or equivalent experience.

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- Ten years experience or more. (Multiple types of business units preferred).
- Intergraph PDS 3D Modeling experience preferred but can be developed in-house for individuals with who have a significant skill set in piping and equipment design.

5.0 Skills Required:

- Proficiency; AutoCad and Microstation software skills.
- Experience working with and understanding P&ID'S and PFD'S.
- Effective computer skills; Microsoft Office software, Lotus Notes and other Company and discipline specific software applications.
- Ability to prioritize work to meet proposal dead lines.
- Effective communication skills both verbally and in writing with superiors, colleagues, and individuals inside and outside the Company.
- Effective analytical and problem-solving skills.
- Complete familiarity with respective industry codes / standards.

6.0 Travel Percentage:

- Moderate, 10-20%

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.

8.0 Department:

- Plant Design

9.0 Reports To:

- Department Manager

10.0 FLSA Status:

- Non-Exempt

11.0 Direct Reports:

- None

12.0 Salary Grade:

- 10

13.0 Approval:

- Manager: _____ Date: _____

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• Employee: _____ Date: _____