

PROFESSIONAL JOB DESCRIPTION  
PROJECTS MANAGER

<b>Position: Project Engineer</b>	<b>Date: December 2, 2020</b>
<b>Reports to: Engineering Dept. Manager</b>	<b>Status: Full Time Salaried Management</b>
<b>Division of RCM: Thermal Kinetics</b>	<b>Prepared by: C. J. Brown, P.E.</b>

**Position Overview: Mechanical/Process Project Engineer**

Thermal Kinetics, an RCM Technologies Company is engaged in process development and the supply of technologies and equipment for distillation, evaporation, molecular sieve adsorption, scrubbers, and a wide range of separations technologies. Our team provides design development services through detailed design, commissioning, and startup of process plants. We include the design and supply of fabricated pressure vessels, shell and tube heat exchangers, specialty process fabrications, and all the associated pumps, instruments, and components for field installed systems as well as modular shop built packages.

Thermal Kinetics endeavors to support projects which have a positive impact on environmental sustainability, pollution reduction, carbon capture, and renewable energy and chemicals. Our expertise applied to these areas is practical and grounded in sound economic results. Providing the best technical solutions involving the least energy and environmental impact is a core goal for our projects. This done efficiently and at low cost provide value to our customers. Our team's quick accurate responsiveness is a key differentiator in a competitive market. Our approach to partnering with clients and vendors seeks to solve issues collaboratively eliminating the inefficiency of confrontation.

The candidate for this position will work closely with the Projects Manager and engineering design team. The Project Engineer will lead a team of engineers and designers on one to three or four projects depending on size and complexity. Thermal Kinetics can have half a dozen and more major projects progressing at the same time along with a multitude of minor tasks supporting sales and smaller projects. An agile system of management and constant coordination with projects management / scheduling is needed to meet all company obligations. A major competitive differentiator is our responsiveness and coordination with our clients and with vendors. This job function is central to maintaining our performance at the highest level, provide detailed design engineering support, and strong project leadership.

**Principal Duties and Responsibilities (Essential Functions\*\*):**

Thermal Kinetics is seeking to hire a Project Engineer with experience in Process and Industrial projects and systems to join its team.

The successful candidate will be accountable for:

- Controlling project schedule and budget in coordination with our projects manager/scheduler/resource planner.
- Supporting the project team through the entire project life cycle, from initiation through project closeout, to ensure timely completion of the project deliverables within scope, schedule, budget and quality constraints. Providing direct supervision to staff engaged in performing project functions.
- Participate in developing the overall plan for managing, executing, and controlling the project that encompasses scope, schedule, cost, quality, risk, integration, procurement, project human resources, and communications with internal and external stakeholders.
- Implementing with the assigned project team, the project work as defined in the project plan and assuring completion of all project deliverables.

- Maintain action list, identify lagging tasks and establish corrective action.
- Participate in developing equipment specifications, plant and facility plot planning, hydraulic piping evaluation, and other design tasks related to chemical process plant construction.
- Oversight of piping and instrumentation drawing (P&ID) development and modification for issuance to clients. Both originate and check team members' work regarding line sizes, instrumentation and pump specifications.
- Oversee 3D facility model development. Arrange for periodic model reviews by process area to meet client design and schedule requirements.
- Ongoing overall responsibility for fabricated equipment, pumps, instrumentation, control valves, and all other components outlined in project scopes of work. Specifications to be developed in cooperation with client to meet schedule requirements.
- Participate in operational and hazards reviews (HAZOPs) and Client/TKE coordination meetings.
- Manage and oversee completion of equipment inspections as required to satisfy progress and assure quality of workmanship.
- Coordinate all vendor documentation and technical details with the Thermal Kinetics deliverable content and assure accuracy of vendor supplied information.
- The Project Engineer will work closely with the engineering team, Design Department, Procurement and Equipment Suppliers during the project execution and closeout phases. The design group manager will coordinate drafting resources and task duration estimates with the Projects Scheduler to align project requirements with the design department activities and resources.
- Communicate with the project team on a day-to-day basis to drive production of deliverables and provide leadership to resolve issues and roadblocks impacting project progress.
- Ensure risks and issues are identified, documented, assessed for potential impact to the project, and tracked until resolution. Develop mitigation plans as required.
- Ensure the request for change order process is applied when issues that impact project scope, schedule or cost cannot be resolved, and to document customer approval. This process will be coordinated with the Projects Manager for Quality Control compliance.
- Monitor project status and execution to identify variances and take action to correct variances from plan.
- Lead meetings approve status reports, metrics, commercial correspondence, request for change orders, minutes of meetings, and other project management documentation, and ensure that the documents are maintained in the project files.
- Develop a solid understanding of the project goals, objectives, and contractual requirements, and maintain focus on those objectives.
- Ensure lessons learned are captured and documented throughout the project lifecycle.
- Participate in project management training, coaching, and mentoring as required.
- Communicate project performance status, risks and trends to the Sr. Management.

Ensure that customer concurs with project completion and that the project is closed in accordance with the Thermal Kinetics QA program,

#### **Requirements:**

- Bachelor's or Master's Degree (BS or MS) in Mechanical or Chemical Engineering.
- Familiarity with chemical plant processing equipment including pressure vessels, heat exchangers, pumps, compressors, boiler systems, cooling towers, and other processing plant utility systems.
- Minimum of 15 years of professional experience and significant number of projects as the project lead.
- Ability to work in a fast-paced environment, meet deadlines, and adjust quickly to changing priorities.
- Demonstrated ability to persist in driving issues and actions to closure.
- Good understanding of the processes and procedures to be used to execute the work.

- Must demonstrate ability to handle multiple tasks simultaneously, apply individual judgment, initiative and decision making.
- Shows strong verbal and written communication skills.
- Must have strong interpersonal skills necessary to interact with clients, vendors and the public at large.
- Ability to work to tight deadlines, work well under pressure, and respond rapidly to changing demands.
- Results oriented and takes ownership of assigned tasks, strong multi-tasker and team player.
- Proficient with Microsoft Office software products
- Perform other related assignments as required.
- Must possess a valid driver's license to drive to client sites and between branch offices. Nationwide and International Travel may be required from time to time. Expected travel time is approximately 10-20% and can vary.

**Desired:**

- PE License or FE/EIT Certificate and the willingness to obtain a PE
- Inter-disciplinary Engineering Experience is highly desired
- Project Management experience and field support services experience
- US Citizen or the ability to work in the US without sponsorship

Competitive Salary offered, along with benefits such as 401k, Stock Purchase Plan, Health, Dental and more. Salary and Title are commensurate with experience.

**Job Type:** Full-time

**Education:**

- Bachelor's in Engineering (Required), Masters optional
- Professional Engineer designation is an asset.

**License:**

- Driver's License (Required)