

JOB DESCRIPTION

Job Title: Project Engineer – ON, PA

Department: Engineering

Reports To: Engineering Manager

Status: Exempt

Date Issued: June 2022

SUMMARY:

Responsible for preparing the design packages for customer purchased custom wastewater/water treatment solutions. Project Engineers design and support the engineering and manufacturing of Newterra's systems to ensure client specifications, budget and compliance requirements are met.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Review technical documents for completeness and provide team with technical leadership on engineering projects.
2. Design water and wastewater treatment equipment using CAD software, ERP system, office software solutions and various other design systems as required.
3. Ensure system designs follow customer and Newterra's specifications.
4. Support procurement and manufacturing during system builds to resolve issues and confirm that projects are proceeding as planned.
5. Continued coordination with other engineering functions as needed.
6. Report departmental concerns to the Engineering Manager as soon as possible to determine next steps.
7. Provide regular department updates to Engineering Manager, Project Management, and team members as needed.
8. Participate in technical discussions, direction and decisions with project team as needed.
9. Support engineering applications for proposal generation as needed.
10. Support preparation of a system operating manuals as directed or required.
11. Work with production, testing, purchasing, and field startup to resolve questions/issues that arise.
12. Other duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES:

- Participate in meetings as required for projects and other organizational requirements.
- Continue to improve tools to increase efficiency in job function.
- Responsible for performing duties in a safe manner and promoting safety to others in accordance with Newterra's safety policies and procedures. This includes reporting all safety concerns, near-misses, and incidents.
- Adhere to the company processes as detailed in Newterra's online systems and programs and bring forward ideas for continuous improvement.

The information listed above is not comprehensive of all duties/responsibilities performed. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position. This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

- Responsible for completing all assigned training applicable to the position in the appropriate timeframe.
- Complete all responsibilities while ensuring adherence to Newterra's Delegation of Authority.

MINIMUM QUALIFICATIONS:

- University or Bachelor's degree in Mechanical Engineering or equivalent experience required.
- Licensed Professional Engineer in the state or province you work.
- 2+ years of related experience preferably in the water treatment industry.
- Experience using SolidWorks preferred.
- Prior costing and budgeting experience preferred.
- Proven working knowledge of Pumps, Blowers, and other fluid handling equipment.
- Excellent organization, time management, and leadership skills.
- Competent in Microsoft Office to include Word, Excel, PowerPoint, and Outlook.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Effective communicator and cross functional collaborator.
- Sound judgment, capable of establishing credibility with management team and other team members.
- Strong active listening skills and the ability to comprehend and respond in an effective manner.
- Effective coaching, facilitation, presentation, and team building skills.
- Capable of resolving conflict in a positive and effective manner.
- Excellent attention to detail.
- Strong written and oral communication skills.
- Excellent critical thinking and problem-solving skills.
- Responsive, with consistency, quality, and speed in all correspondence.
- Ability to work independently with a positive attitude.

PHYSICAL DEMANDS:

Regularly required to sit for prolonged periods; frequently required to stand, walk, and use business equipment daily such as a computer, copier, telephone, etc.; occasionally required to reach overhead, bend, and lift objects of up to 15 lbs. Complex thinking and analysis required with the ability to convey complex information clearly and concisely.

WORK ENVIRONMENT

Generally, works in office environment.

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