



Job Title:	Process Engineer	FLSA Status:	Exempt
Department/Location:	Business Improvement Systems	Reports to:	Executive Director, Riverhead Resources
Supervises:	N/A	Travel Required:	
Schedule:	Varies	Position Type:	Full-Time

Job Summary:

Design, develop, test, evaluate and improve integrated systems for managing production processes including human work factors, quality control, inventory control, logistics and material flow, cost analysis, and production coordination.

Values : Employees will be required to demonstrate the following values in every day work interactions:

Riverhead Resources Core Values:

1. Servant Leadership
2. Focused & Disciplined
3. Win/Win/Win
4. Contagiously Energetic

Duties and Responsibilities: Employees will be required to perform the following duties/responsibilities:

Business and Administrative Responsibilities:

- Provides technical direction to Senior Leadership relating to all engineering and growth projects for the Company.
- Reads and interprets blueprints, technical drawings, schematics, and computer-generated reports.
- Adheres to all Company protocols, policies, and procedures.

Productivity, Quality, and Safety Responsibilities:

- Develop the structural design of processes, equipment, and facility systems using drafting tools or computer-aided design (CAD) or drafting equipment and software.
- Research, design, evaluate, install, operate, and maintain processes, equipment, and facility systems to meet requirements, applying knowledge of engineering principles.
- Recommend design modifications to eliminate process, equipment or facility system malfunctions.
- Conduct research that tests and analyzes the feasibility, design, operation and performance of processes, equipment and facility systems; specifically, perform mass and energy balance calculations for processes.
- Investigate equipment and process failures and difficulties to diagnose faulty operation, and to make recommendations to maintenance crew.
- Develop and test models of alternate designs and processing methods to assess feasibility, operating condition effects, possible new applications and necessity of modification.
- Develop, coordinate, and monitor all aspects of production, including selection of manufacturing methods, fabrication, and operation of process, equipment and facility designs.
- Specify system components or direct modification of process, equipment and facilities to ensure



conformance with engineering design and performance specifications.

Teamwork and Collaboration:

- Confer with R&D staff, Production staff and other personnel to implement operating procedures, resolve system malfunctions, and provide technical information.
- Collaborate with Research & Development to test and implement new products, monitoring effects on processes and system, specifically in scale-up of bench scale processes to pilot and full-scale systems.
- Participates as a member of the RRLT and contributes ideas and recommendations as to the direction of the Company.
- Contributes to a positive work environment.

Customer Service and Collaboration:

- Communicates effectively with other team members.

Other duties as assigned:

- Other duties as assigned.

Specifications: Employees will need to be able to perform the following:

Skills, Knowledge, and Abilities: Good human relations, verbal and written communication skills, including ability to negotiate contracts and make presentations. Good organization, analytical and problem-solving skills. Knowledge of the practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services. Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources. Demonstrated ability to produce results with previous assignments. Demonstrated ability to use personal computers and common business software and engineering applications including CAD or similar software. Ability to obtain an Iowa driver's license and operate a motor vehicle.

Educational Development: Thorough knowledge of production management or business administration that would normally be acquired through a four-year college level course of study, or through equivalent experience. Degree in Mechanical, Process, Chemical or Industrial Engineering required.

Experience: Five or more years experience with production or engineering procedures in progressively more responsible positions. Bachelor's degree in related field preferred.

License: Must have a valid DOT license.

Goals: The employee is responsible for individual goal achievement defined annually based on business needs:

Goal achievement: Responsible for assisting the organization in meeting strategic plan and SBU specific goals.

DISCLAIMER CLAUSE



I have read and understand the information contained in the Position Description and Specifications. I further understand that this Position Description and Specifications is not intended and should not be construed as an exhaustive list of all the responsibilities, skills, efforts, or working conditions associated with this position. I may be required to perform additional tasks necessary to meet Company objectives.

Approved By:		Date:	
Employee Signature		Date:	