



Bay State Milling Job Description

Job Title: Project Engineer
Department: Engineering
Reports To: Engineering Manager
FLSA Status: Exempt
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SUMMARY

The Project Engineer's main duty is to assist plant and Core Wheat Milling(CWM) management in the development and implementation of processes and systems used in the production and manufacturing environment. This role requires a strong working knowledge of continuous process manufacturing and plant operations. The ability to work with plant management to identify equipment and systems that can be modified or applied to improve operation efficiency, product quality, or commercialize new products is key to success in this role. This work requires strong engineering and computer knowledge.

ESSENTIAL DUTIES AND RESPONSIBILITIES *include the following. Other duties may be assigned.*

A Project Engineer is responsible for a variety of support and service functions including:

- Analyzing existing systems and identify areas of improvement through process modifications.
- Ensuring programs and mechanical devices are properly installed and used.
- Developing plans for existing process improvement or new process installation including equipment selection, process flow, and equipment layout.
- Coordinate and manage contractors during all phases of a project including design, installation, start-up, and commissioning.
- Developing operational standards for equipment and processes.
- Generating formal descriptions of operation for equipment and processes for use by programmers and automation experts for equipment controls.
- Managing all aspects of expenditures for capital projects including developing project cost estimates, writing capital expenditure requests with ROI and justification, as well as tracking costs during the project.
- Must work and communicate well with all levels of employees across the enterprise (line operators to corporate executives).



- Must be familiar with typical computer programs (Office, Excel, PowerPoint, MSProject). Familiarity with AutoCad is a plus.
- Provides start-up and troubleshooting service at multiple locations. Accesses remote production processes online during normal working hours and off-hours as required.
- Performs other related duties as required and assigned.

QUALIFICATIONS to perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and EXPERIENCE

- A bachelor's diploma in mechanical engineering, process engineering, Milling Science or equivalent work experience.
- Knowledge of CAD and other designing programs.
- Experience in mechanical installation, equipment operation and maintenance principles preferred
- A minimum of 5 years' experience in a operations leadership or technical service role in flour milling.
- Ability to troubleshoot complex problems.
- Ability to lead contractors respectfully through proper project planning and execution.
- Possess strong analytical abilities and the capacity to work fast and in an efficient manner.
- Experience in automation, and understanding of basic principles of PLC infrastructure and controls.
- Must hold to established deadlines and to work as part of a team.
- Must possess a high degree of imaginative and practical skills.
- Requires the ability to multi-task and learn new skills and concepts quickly.
- Must demonstrate a willingness to specialize in multiple areas.
- The ideal candidate will have a proven track record in engineering leadership as well as the ability to develop and implement standard engineering practices, including providing detailed documentation upon project completion.
- Experience in Food Processing, Automotive, Agricultural, Bio-Tech, or Pharmaceutical industries is a plus.
- Lean or Six Sigma experience is a plus.
- Travel will be required 20-40% of the time, depending upon project load and responsibilities.



LANGUAGE SKILLS English fluency is essential. Must have strong verbal and written communication skills, with ability to respond to either common and sensitive inquiries or complaints from internal and external customers.

MATHEMATICAL SKILLS

Ability to work with advanced mathematical concepts. Ability to apply complex and involved concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Must have seasoned judgment and business situation versatility, with ability to define problems, collect data, establish facts, and draw valid conclusions.

OTHER SKILLS & ABILITIES

Demonstrates considerable knowledge of principles and practices of personnel administration, effective oral and written communication skills, and excellent interpersonal skills. The ability to work independently and cooperatively across functions is essential. The ability to work with highly confidential and sensitive data, materials in a professional and appropriate manner is critical.

PHYSICAL DEMANDS *the physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit or stand. The Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Interaction and physical involvement with production employees and processes is key to understanding and being successful in this position.

WORK ENVIRONMENT *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is generally exposed to a manufacturing, environment and subject to noise, dust, industrial type machinery. Exposure to allergens such as wheat and grain dust will also be frequent.

FOOD SAFETY / SECURITY REQUIREMENTS:

The Company is committed to producing and delivering defect-free products. To ensure this, all employees are required to be trained on and adhere to the Good Manufacturing Policies set forth



by the Company as they pertain to personnel practices, equipment, and facilities. It is also vital that all employees be aware of the work environment and when possible, prevent accidental or intentional adulteration of products produced at this facility. As a result any employee has a right to put product on hold if they have a concern. At the plant level, only the Quality Assurance Manager and General Manager have the authority to release product on hold.