

## **PROJECT ENGINEER – ENTRY LEVEL**

### **SUMMARY:**

OPF is looking to grow its project execution team. This role will have a combined focus on both project engineering and project management. A project engineer must be able to review and analyze design information, as well as manage the overall project. Once the project is complete, clients often want additional support in the field.

### **DUTIES AND RESPONSIBILITIES:**

#### Project Engineer Duties

- Review of fabrication drawings, datasheets, specifications, and other documentation
- Analyze sub-vendor design documents
- Aftermarket Field Service and Startup Assistance
- Limited engineering design with assigned projects

#### Project Manager Responsibilities

- Generate and maintain production schedules for each project
- Travel to fabrication shops for kickoff meetings and expediting meetings
- Oversee the general progress of fabrication of equipment while communicating with inspection team
- Communicate with fabrication shops and sub-vendors to expedite the fabrication schedule
- Organize meetings to provide updates to the customer's execution team

### **MINIMUM JOB REQUIREMENTS:**

- College Degree (Mechanical Engineering Technology or similar strongly preferred)
- 0-2 Years of Experience

### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

- Experience with CAD software such as AutoCAD, Inventor, or SolidWorks
- Use of Microsoft Excel, Word, Outlook, etc.
- Good verbal communication and social skills
- Strong organizational skills

### **KNOWLEDGE, SKILLS AND ABILITIES PREFERRED:**

- Fundamentals of Engineering (FE) Certificate
- Experience with general management roles
- Ability to generate project schedules
- Past experience as a mechanical draftsman for similar equipment
- Past experience in a steel fabrication shop

### **WORKING CONDITIONS AND PHYSICAL EFFORT:**

- No or limited exposure to physical risk in the office
- Minimal exposure to physical risk in the field
- Occasional travel to job site (Domestic)

### **WORK LOCATION & SCHEDULE:**

- Location: In-office - Chanute, KS
- M-TH: 7:30 am – 5:30 pm (1 hour lunch break)
- F: 7:30 am – 11:30 am

### **PAY AND BENEFITS:**

- Salary Position (Pay TBD Based on Experience)
- Annual Bonus (Based on Performance)
- Full Benefits (Health, Dental, etc. offered)
- Retirement Program

