**Bradford Soap Works, Inc.**

**Position Descriptions**

**Job Title:** Senior Process Engineer **Date:** December 2018

**Division:** Operations **Reports to:** Dir of RI Operations

**Job Function:** Provide Engineering Assistance to Aid and Improve Production while Maintaining Compliance with Regulations.

**Essential Duties and Responsibilities:**

1. Support production via troubleshooting process and/or equipment while implementing efficiency improvements.
2. Oversee process improvement projects and new product trials. Provide new formulation and bill of material and stipulate chemical corrections for process control conditions.
3. Maintain current documentation and sampling of specific plant processes including waste water, noncontact cooling water, confined space, by-product manifest, etc.
4. Provide backup function for plant management to include payroll, forecasting and scheduling of raw material, machinery, and personnel.
5. Daily inventory control and creation of Oracle batches.
6. Work closely with the maintenance department and specify/order parts and equipment as needed. Produce mechanical, facility, or electrical work orders.
7. Specify and present Capital Appropriation Requests.
8. Create and maintain records associated with production, equipment and processes as needed. Generate standard operating procedures.
9. Specify, size and supervise installation of process equipment and controls.
10. Interact with vendors, suppliers and customers as needed.
11. Maintain engineering manuals, files, integrated process control software, etc.
12. Provide reports and updates as needed.
13. Manage and coordinate special projects as assigned.
14. Duties relevant to the basic function.

**Working Relationships:**

**Internal:**

1. Departmental personnel
2. Operations personnel

**External**:

1. Vendors of supplies and services
2. Customers

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**Minimum Knowledge, Skills and Abilities:**

1. College level education with Bachelors degree completed in Chemical Engineering.
2. Five (5) to ten (10) years’ experience preferably in a unionized, process-oriented manufacturing environment to include monitoring and improving chemical processes.
3. Knowledge and/or experience in soap manufacturing processes.
4. Capable of functioning with minimal supervision and directed by broad guidelines.
5. Capable of exercising considerable judgment on complex situations related to manufacturing machinery and chemical process situations.
6. Capable of utilizing process related laboratory type equipment as well as normal office equipment and personal computers.
7. Able to communicate effectively.
8. General knowledge of Good Manufacturing Practices.
9. Knowledge of OSHA regulations and safe practices.
10. Capable of moderate physical effort. Will frequently spend significant number of hours in shop floor environment.
11. General knowledge of company policies and procedures as they relate to a union shop.
12. Capable of extended hour commitment and on-call at all times.

**Working Conditions:**

1. Constant exposure to manufacturing environment.