

**Northland Industrial Specialties, LLC. - Position Description** (Rev. Oct 2014)



**Title / Position:** Project Coordinating Engineer

**Posting Date:** 07/12/17

**Closing Date:** 08/12/17

**Function:** Sales and Manufacturing Support

**Location:** Gillette, Wyoming, U.S.A



**Position Description Summary:**

Key Accountabilities (Major Responsibilities):	Core Competencies/Skills:
<ul style="list-style-type: none"> <li>• Practice and promote a safe working environment. Follow all safety programs in place, and look to improve safety for yourself and others at all times.</li> <li>• Act as a liaison between design and manufacturing to develop, implement and execute overall “product”, “key account” and “market” strategies. Create / Present a product’s requirements and specifications in a clear cohesive design spec</li> <li>• Oversee coordination of active projects</li> <li>• Design fluid processing equipment for the oil and gas, industrial and municipal industries</li> <li>• Duties include design, estimating, 3D concept and fabrication drawing using AutoCAD, and develop new and innovative designs</li> <li>• Assist in creating accurate estimates based upon approved rates and margins that ensure project profitability</li> <li>• Be an effective ambassador of the company’s products and services by providing positive customer relations through the marketing and sales support</li> <li>• Maintain a working knowledge of new developments, techniques and software products, and provide the support to the purchasing and estimating personnel</li> </ul>	<ul style="list-style-type: none"> <li>• Self Motivated – Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations</li> <li>• Excellent internal and external, oral and written communication skills</li> <li>• Flexibility to identify and react to changing market needs and demands</li> <li>• Ability to organize data from multiple sources into an organized format</li> <li>• Understanding of industrial mechanics and structural design</li> <li>• Ability to read and understand blueprints and specifications</li> <li>• Ability to adapt to new technologies and processes to stay ahead of the industry standard</li> <li>• Knowledge of piping, various style pump processes and structural design is required</li> <li>• General knowledge of oil and gas facilities’ pump systems, shop welding and fabricating, and oil and gas facilities</li> </ul>
	<p style="text-align: center;"><b>Experience/Education/Requirements:</b></p> <ul style="list-style-type: none"> <li>• Minimum of 2 year of experience in design engineering and estimating.</li> <li>• Extensive Microsoft Office Suite (Word, Excel, PowerPoint) user.</li> <li>• Advanced level of proficiency in AutoCAD</li> <li>• Valid Driver’s License with clean driving record</li> </ul>

Northland Industrial Specialties, LLC is an equal opportunity employer and does not exclude any applicant due to race, color, national origin, religion, age, sex, disability, genetic information, veteran status or any factor prohibited by law or regulation. We are committed to a drug and alcohol free workplace and require pre-employment drug/alcohol screening, as well as a background check for all positions.

**FLSA Status (U.S. Only):**

Flexibility to identify and react to changing market needs and demands

**Grade:**

**Job Code:**

**What position does it report to?** Operations Manager

**What positions report to it?** N/A

**Physical requirements of position:** Office ergonomics as well as, OSHA physical standards and safety requirements.

**Travel requirements of position:** Minimal Travel is required for this position.

**Working conditions of position:** Position is primarily office however; some time will be spent in the shop learning product and processes