

March 25, 2008

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### **Assistant Maintenance Manager**

#### **SUMMARY:**

The Assistant Maintenance Manager is responsible for ensuring that utility equipment is maintained at a high degree of efficiency and reliability, providing supervision and direction to all personnel regarding maintenance process functions, that all necessary systems are in-place and functional for successful maintenance processes (including work order systems, planning & scheduling systems and preventive maintenance systems) and for planning and executing turnarounds and shutdowns at the Port Reading, NJ refinery.

#### **RESPONSIBILITIES:**

Assist in the supervision and development of all personnel and functions of the Maintenance Department. Organize, manage, and track progress and costs consistent with management production and scheduling requirements. For turnarounds and shutdowns, provide leadership in the maintenance functions. Oversee the Maintenance Department budget and budgeting process, weekly cost analysis of spending. Support a comprehensive Safety Program in accordance with Company policies and procedures, governmental guidelines and regulations. Ensure that craft persons and contractor are performing work efficiently and with productivity improvement(s). Support, develop and initiate enhanced maintenance systems and procedures and policies to improve the plant maintenance efficiency.

#### **REQUIREMENTS:**

This position requires a B.S. Degree in Engineering (preferably Mechanical Engineering) and a minimum of 10 years experience in the refinery or petrochemical maintenance. Experience in P3, Primavera and knowledge of SAP PM and demonstrated successful management and execution of a refinery turnaround are also required. Advanced knowledge of the maintenance and repair of refinery and terminal equipment, as well as the philosophy and execution of preventive and predictive maintenance programs is essential. Must have a good working knowledge of OSHA regulations and safety requirements for the safe execution of maintenance practices and activities, as well as knowledge of API, ASME, ANSI and other applicable codes and pertinent industry standards.

Strong supervisory, teambuilding and communications skills, as well as the ability to decisively plan and execute on both a tactical and strategic level are required.

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## Summary

This position has key responsibility to ensuring the initial scope is defined and providing preliminary FEL cost estimates for all projects. The Chief Design Engineer is responsible for supervising, scheduling, coordinating, providing quality assurance and reporting status of work performed by designers and draftsmen. This person can assume the role of Project Manager on assigned projects as required.

## Responsibilities

- Key interface to all projects and participates as a team member in executing \$5 to 10 million per year capital
- Manage a group of 10 contract designers on a daily basis
- Review scope of work of project assignments
- Estimate required design/drafting hours
- Prepare and maintain design/drafting project schedules
- Prepare preliminary and final cost estimates
- Review status during project design/drafting development
- Resolve design problems and questions raised during design
- Check and review completed project drawings
- Resolve and problems or questions during construction

## Requirements

- BS in Chemical, Mechanical, Electrical or Civil Engineering
- Minimum 5 years Petroleum Refining or Petrochemical experience
- Extensive knowledge and experience in multiple engineering disciplines (i.e. Mechanical, Piping, Civil, Structural, Instrumentation and Electrical)
- Proficient in cost estimating and use of cost estimating software
- Strong leadership, organizational and communication skills
- Proven ability to work in and lead diverse teams, decision making skills, as well as the ability to plan & organize work
- Strong desire to accept additional responsibilities and advanced positions

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**Process Engineering Supervisor**

Grade/Salary Range: 3 (\$68,000-\$129,000)  
Business Unit: Port Reading Refinery/Technical Services  
Manager: Nelson Christian  
Location: Port Reading

**Summary:** The Process Engineering Supervisor is responsible for providing technical assistance to process operations, supervising and training engineers and developing and designing major projects on revamps and new process units.

**Responsibilities:** Train and supervise process engineers, set priorities and discuss work assignments.

Provide process engineering technical assistance to process operations for solving operating problems and optimizing assigned units.

Review plant operations and laboratory analyses on a daily basis for better efficiency and compliance with operating plans.

Review projects and correspondence for technical accuracy and clarity.

Develop ideas for capital improvement projects to enhance unit operability and profitability. Coordinate and assist in their design and implementation.

Provide documentation of engineering and analytical results with recommendations to management.

Represent the Engineering Department as designated in management coordination and information meetings.

Enhance technical skills and information through the use of outside consultant and technical services.

**Requirements:** Bachelors Degree in Chemical Engineering or related field.

Minimum of seven years experience in refinery, petrochemical operations and/or engineering with a strong emphasis on operational assistance.

Strong organizational and communications skills.

Well developed leadership qualities. Working knowledge of standard industry design practices and codes such as ANSE, API, ANSI, etc.

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Position:	Engineer III	Location:	Woodbridge, New Jersey
Grade/Salary:			Job Posting No. MUCCENG
Range:			
Business Unit:	Terminal Engineering & Construction		
Manager:	Clay Carlisle	Posting Date:	
Apply to:	Mike Urdanick		

**Position Summary:**

Perform engineering duties as assigned for major maintenance and construction projects within Terminal Marketing facilities. Duties include scope definition, engineering analysis, preparation of design specifications, bid documents and project cost estimates. Field assignments including planning, directing, coordination and control of contractor activities to assure work is accomplished in accordance to plans and specifications. Projects include general tank/pipeline maintenance, waterfront/marine structure restoration and general Terminal infrastructure improvements.

**Responsibilities:**

- Define and prepare tank inspection requirement in order to direct “out of service” above ground storage tank inspections. Evaluate inspection data and provide recommendations for necessary repairs, restoration and/or modifications.
- Supervise contractor activities in the field, modify plans and specifications and resolve field engineering issues as necessary.
- Reports status of multiple projects, and evaluate contractor progress while ensuring work is completed in accordance with contracts terms and conditions.
- Develop proper design criteria for projects while understanding time constraints and budget objectives.
- Develop specifications, plans and related bid and contract documents for projects within Terminal Operations.
- Participate as a team member in developing innovative techniques to upgrade Terminal infrastructure and assets.

**Requirements:**

- A Bachelor of Science degree in Engineering (preferably Mechanical or Civil), with a minimum 5 years experience working in bulk storage facilities.
- Strong understanding of API 650 and 653 and similar API recommended practices.
- Areas of specific expertise include knowledge of tank construction and repair methodologies along with an understanding of inspection standards and safety practices such as OSHA, ANSI, NFPA and NEC.
- Knowledge in civil-related areas as it relates to foundations, pile driving and marine structures.
- Familiar with environmental regulations & permitting requirements as pertaining to Terminal Marketing facilities.
- Must be willing to travel, (up to 50%), as necessary.

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**Senior Project Engineer**

**Summary**

The position will be responsible for the development and implementation of projects, review of engineering, project plans, schedules, preparation of contractor bid packages and technical review of bids.

**Duties**

- Develop, plan and execute projects within the refinery.
- Develop cost estimates and submit projects for approval and funding.
- Monitor costs, schedules, budget and specifications on projects and issue status updates.
- Develop project execution plans, schedules and review construction and technical bids.
- Provide engineering support as required; responsible for development and review of engineering packages.
- Monitor field execution and resolve contractor/installation problems.
- Act as an internal consultant with vendors, consultants, engineers and management on technical problems
- Approve field work related to compliance specifications of the project.
- Assist in administering capital budget.
- Other duties and responsibilities as assigned.

**Requirements**

- Requires a Bachelor of Science in Mechanical Engineering and a minimum 10 years project management experience in petrochemicals refining.
- Proficiency in Microsoft Office and SAP.
- Must have solid communication skills as well as the ability to work in a team environment and lead teams, as required.