

Mechanical Project Coordinator

Position Responsibilities and Accountabilities:

As a Mechanical Project Coordinator for the Maintenance and Engineering Department, you will be responsible for the implementation of small to medium sized (typically from \$10,000 to \$750,000 and occasionally up to \$5,000,000) multi-discipline projects from budgeting to equipment start-up and project closure.

Your workload will include balancing the priorities of numerous projects at various stages throughout their lifecycle. For individual projects, you will lead multi department project teams (Maintenance, E&I, Process, Reliability, and Operations) to define work scopes that will achieve PRPD business objectives within the approved budgets and schedules.

With a focus on safety, you will provide on-site field supervision to Contractors performing construction activities in both plant shutdown and operating environments. Depending upon workload, project tasks will be a combination of being self-performed or coordinated with engineering consultants.

Project tasks will include:

- Budget Submission support for future Capital Expenditures
- Authorization for expenditure (AFE) preparation to secure project funding
- Preparing Estimates and Request for Quotations
- Planning and Scheduling
- Design and Engineering
- Procurement of goods and services
- Construction Supervision
- Project Cost Tracking/Reporting
- Equipment Commissioning
- Documentation Turnover
- Project Closures

The ability to economically solve problems, with long term reliable solutions, will bring success to both you and PRPD. This is a great opportunity with exposure to projects with diverse objectives and a mix of office and field experience.

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Handbook of Industrial and Systems Engineering Adedeji B. Badiru, 2005-12-15 Responding to the demand by researchers and practitioners for a comprehensive reference Handbook of Industrial and Systems Engineering offers full and easy access to a wide range of industrial and systems engineering tools and techniques in a concise format Providing state of the art coverage from more than 40 contributing authors many of whom a

Outsourcing Steven M. Bragg, 2006-03-24 As companies in growing numbers look to outsource functions not related to their core competencies Bragg's work provides an excellent road map Demonstrating a firm grasp of the topic he intelligently walks the reader through the maze analyzing all aspects of the process including whether the function should or should not be outsourced This is a must read for both novices and veterans alike Mary S Schaeffer Editorial Director and Publisher Accounts Payable Now Tomorrow Steve Bragg's Outsourcing gives business decision makers the insights needed to make the case for or against outsourcing The first half provides a thorough discussion of all aspects including evaluating risks and rewards selecting contracting and terminating The second half provides in depth analysis of ten different types of outsourcing services including janitorial customer service and accounting This book provides practical advice that will benefit everyone regardless of the extent of their prior experience Dr Will Yancey PHD CPA Independent Consultant Once again Steve Bragg has compiled a comprehensive well written book that will yield an excellent return on time invested by readers This is a must have guide in outsourcing for any manager whether newly exposed or an expert I came away with some great ideas from the book James A Bologna Executive Vice President and CFO Daticon Inc Use of carefully considered outsourcing can be a critical component of any corporate strategy In Outsourcing Steve Bragg has given an excellent overview of why and when outsourcing should be considered some precautionary thoughts and specifics of how to successfully implement and manage any outsourced functions He has created an excellent guide to the use of outsourcing as a means to enhance corporate success in today's challenging business climate Richard V Souders President and CEO Premier Data Services

Federal Energy Regulatory Commission Reports United States. Federal Energy Regulatory Commission, 1999 Decisions and Orders of the National Labor Relations Board United States. National Labor Relations Board, 1947 **Engineering Program Management** Hans Jurgen Thamhain, 1984 White Collar Report, 1965-07 *Budget Proposal* Bloomington (Ind.), 2007 **Winds of Change**, 2002 **Engineering News-record**, 1985 **Engineering News and American Contract Journal**, 2006 **Agricultural Engineering**, 1929 **IRE Transactions on Engineering Management** IRE Professional Group on Engineering Management, 1959 *Chemical Engineering*, 1982 **Dataquest**, 2007 **The Electronic Engineer**, 1968 **Labor Relations Reporter**, 1984 Each binder has a distinctive title 1 Analysis news and background information 2 Labor management relations decisions of boards and courts 3 Labor arbitration and dispute settlements 4 4A State laws 5 Wage 6 6A Wage and hour manual 7 Fair employment practice 8 8A Fair employment practice manual 9 Individual employment

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