

Company : CITGO Petroleum Corporation

Job Title : ULSD Compliance Project - Support Process Engineer

Job Number : 2907

Division : Supply & Marketing

Department : CITGO Corporate ULSD Project

Location : TX - Houston

Band / Salary Range : Band 2 - (Min: \$51600.00 Max: \$108100.00)

Minimum Qualifications : College Degree (Bachelors Level) in Engineering.

Good interpersonal skills

Good written and oral communication skills (English) Computer Skills: Word Processing, Spreadsheets.

Industrial Standards: Advanced level of familiarity with US Refining and Petrochemical industry standards and specifications related to project work, including design, construction, and operations.

The minimum number of years of job related experience required by this job is 2.

Job Description : This position will assist the CITGO Lead Process Engineer in completing required process engineering analysis/reviews, documenting those as well as completed engineering analysis/reviews, and consolidating engineering data into reports. The position will also support the ULSD Compliance Project construction, commissioning and start up in the field.

To support the detailed engineering and procurement effort, this position will be assigned in the Mustang Engineering Houston office from start until approximately April 2009 to assist on the following tasks (travel to the sites may be required up to 50%):

- Review process information on data sheets mechanical drawings and technical documents and report discrepancies to Lead Process Engineer.
- Consolidate documentation and key engineering documents required by site specific procedures and instructions of the Lead Process Engineers to be available in specific locations before start-up of unit.
- Assist Lead Process Engineers in developing MSDS sheets, assist in developing environmental monitoring programs and safety monitoring programs, and writing catalyst loading procedures.
- Assist Lead Process Engineers and Operations representatives in writing general operations guidelines and consolidation of unit operating manuals.
- Assist Lead Process Engineers in developing electronic file data base of all key engineering documents.
- Assist Lead Process Engineers in resolving process issues that come up during detailed design if requested.
- Assist Lead Process Engineers in resolving open Process Hazard Analysis (PHA) issues tracking P&ID changes and supporting Design Change Notice (DCN) and trend analysis.

- Supporting the assembly of the project data books

To support the construction, commissioning and start up effort, this position will transition to one of the sites (Lemont or CCR) approximately in April 2009 and work on the following tasks:

- Support Operation's and Maintenance training and operating procedures planning, development, and implementation.
- Participate in field walk downs and reviews to ensure compliance with project scope and design basis.
- Assist Lead Process Engineer in planning and execution of the catalyst loading activities.
- Assist Lead Process engineer and Operations in developing the commissioning and turn over guidelines.
- Assist Lead Process Engineer in systems turn-over punch out, safety reviews, Field Change Requests, and MOC activities including PHA activities for process changes.
- Participate in commissioning and testing activities as required.
- Assist Lead Process Engineer and Safety in development of all required PHA documents and placement in appropriate locations at sites required by site specific safety procedures.
- Work the start-up of unit under direction of Lead Process Engineer which will require 7-12 hour days per week and possible night shift.

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