

# Membrane Process & Controls, Inc.

## Job Description



**Job title: Field Install Foreman**

**Work Location: Edgar, WI – Main Office**

**Division/Department: Fabrication**

**Reports to: Field Installation Supervisor**

**Full-time**

**Part-time**

**Exempt**

**Nonexempt**

### **Essential Duties and Responsibilities:**

Provide leadership and skilled training for the mechanical piping installation of projects involving molecular filtration, fluid and heat transfer systems, and general sanitary process piping at customer facilities. Maintains MP&C's integrity, professionalism and profitability during project execution. *This is a highly visible leadership position.* A Field Install Team Leader must exhibit emotional composure, be a logical problem solver, and have a willingness to work with many personality types to achieve solutions that are reasonable and fair to all parties.

- Treat all fellow employees with respect.
- The Team Foreman must physically work with the assigned personnel to complete the mechanical piping installation. This includes the ability to: set process equipment, create a room piping layouts, fabricate piping hangers, perform fitting of pipe lines, weld sanitary tubing, polish welded joints, when required passivate fabricated components.
- Supervise and train field installation personnel assigned for specific projects. This includes, but is not limited to: teaching/training of skills required for process piping (i.e., layout, pipe fitting, welding, finishing, equipment setting, etc.), ensuring that work quality meets MPC standards, and ensuring that safety & hygiene procedures are followed.
- Provide weekly input to support scheduling for field service personnel to meet manpower needs of assigned project.
- Communicate with customers during installation regarding: production downtimes, safety concerns, install progress, storage of materials, coordination with other customer contractors (i.e. utility, rigging, building construction)
- On larger installations, assist the Process Project Managers with technical oversight of installation personnel.
- Provide weekly input to internal MP&C Parts/Logistic personnel for material ordering, installation equipment, rental equipment needs, and onsite piping to keep assigned projects on schedule.
- Work with the Process Project Manager to ensure that contractual scope and specified requirements are being met with regard to the mechanical piping installation.
- Communicate daily and/or weekly progress of installation with Process Project Manager.
- Must be willing to communicate honestly with customers, in a timely manner, to address technical, schedule, or possible fiscal discrepancies as well as obtain approvals and informational needs.
- Prepare of Change Orders on assigned projects when mechanical scope additions are requested by the customer. This gets coordinated with the Process Project Manager.
- Occasionally support the Sales and Estimating Departments by traveling to customer facilities to determine installation scope and labor time required.
- Ability to travel approximately 70% of the time which will involve overnight stays. Mostly in the Midwest region of the U.S., but does include other parts of the U.S. and occasional international locations. *Must be able to acquire a Passport and maintain personnel background such that individual can enter Canada for contract employment.*
- Willing and Able to fulfill PM duties when PM is not present.
- Able to efficiently manage and head an entire Install Team.
- Customer relations and communication skills are exceptional.
- Trained and able to properly install RO, MF, NF, UF, and High-Pressure RO membranes and properly record data.
- Willing and able to work with Membrane Techs and other departments in addition to welding responsibilities.
- Willing and able to work on Pumps & Valves and have the proper training to complete tasks properly.
- Possess the proper training and knowledge to perform pump and valve maintenance, install seals and any other components that may need to be replaced or refurbished.
- Must have and maintain a valid Driver's License.
- Maintain compliance with all company policies and procedures.

**Education and/or Work Experience Requirements:**

- Good verbal and written communication skills, including ability to effectively communicate with internal personnel and external customers
- Desire some computer proficiency (MS Office – Word, Excel and Outlook) or willingness to obtain these skills.
- Must be able to maintain composure when under pressure and work with a team to meet deadlines, while maintaining a positive, professional attitude and providing exemplary customer service.
- Ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices. Must be a self-managing individual that will take ownership of assigned project.
- Minimum: High school diploma or GED required
- Must be proficient in the skill of weld sanitary tubing using the GTAW (TIG) process, without the use of filler rod, while piping is under internal Argon purge.
- Reading and interpreting fabrication drawings, building layout drawings, and Process & Instrumentation Diagrams (P&IDs).
- Three (3) years of experience in sanitary (3A/USDA) process piping installation. Preferably working as a supervisor, task leader, or team leader.

**Physical Requirements:**

- Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state and local standards
- Must be able to sit for work at a desk
- Ability to walk, climb ladders, bend, lift and carry up to 50 pounds in an industrial plant.
- Must be able to talk, listen and speak clearly in person or via phone

**Print Employee Name:****Employee signature:****Date:**