Hollingsworth & Vose

Project Engineer – Associate Development Program

1) POSITION OVERVIEW

The successful candidate will be a recent college graduate that will enter H&V's two-year Associate Development Program. This program will provide structured training through a series of rotating assignments at various H&V locations. At the conclusion of this period, the Project Engineer will be assigned to Corporate Engineering in Massachusetts or one of our regional Project Management Offices (PMO) in Massachusetts, New York, Virginia, Georgiaor Oregon. The Project Engineer will assist in the engineering, installation, and start-up of capital projects, and acquire technical knowledge of H&V's engineered paper and nonwoven manufacturing processes using sound engineering principles including Six Sigma methodology. These efforts will result in one or more of the following: improved product quality, less waste, reduced cost, improved reliability, increased efficiency, increased speed to manufacture, improved employee safety, improved environmental status and greater overall manufacturing capability.

2) RESPONSIBILITIES

At the conclusion of the program, the Project Engineer will be assigned to Corporate Engineering in Massachusetts or one of our regional PMO's and will have the following responsibilities:

- Assist the Engineering Manager in the development and implementation of capital projects and administration.
- Coordinate engineering design and management of outside services.
- Oversee project construction & startup.
- Assist Mill personnel with maintenance and production support as required.

3) QUALIFICATIONS

- Minimum BS in Mechanical Engineering, Chemical Engineering, Paper Engineering, Electrical Engineering or equivalent.
- 0-2 years experience as a co-op or summer intern in a manufacturing environment preferred.
- Excellent interpersonal skills with ability to interact with individuals at all levels, both internal and external.
- Excellent written and verbal communication skills.
- Working knowledge of computers and application software to develop and communicate engineering solutions, including AutoCad, MS Office, MS Project, and MS Exchange.

- Team player who fosters cooperation and collaboration between internal and external engineering, production, research and development, construction and equipment suppliers.
- Good problem-solving and organizational skills with ability to manage multiple projects.

4) LOCATIONS

The Project Engineer will be placed into a two-year training program. This program will consist of seven assignments at H&V locations as follows:

- One initial 2-month assignment at Corporate Engineering in East Walpole, MA.
- Four 4-month assignments in West Groton, MA; Easton, NY; Floyd, VA; Hawkinsville, GA or Corvallis, OR..
- Two 3-month international assignments in Germany, England, Mexico, or China.

5) REPORTING STRUCTURE

During the duration of the training program, on a day to day basis the Project Engineer will report to their Sponsor, who typically will be an Engineering Manager at Corporate Engineering or one of their direct reports. In addition, the Project Engineer will have dotted line reporting responsibilities to Edward Bregman, P.E., Director of Engineering in E. Walpole, MA (or his designated representative). Ed will serve as the Program Mentor and training oversight manager for the duration of the training program for all Project Engineer to insure consistency of training and act as training liaison between sites.

6) PROJECT ENGINEERING TRAINING

At each location, the Project Engineer will be tasked with developing a complete and thorough understanding of the project engineering process at that location. She/he will be expected to complete the following in order to demonstrate their understanding:

Capital Project Program and Administration

- Demonstrate how to develop and implement annual capital projects for new equipment/major repairs through the management of assigned capital projects.
- Develop and utilize effective project management techniques, including project team leadership/ coordination, administration of assigned projects including preparation of capital project requests, management of project budget and schedule, project status reporting, participation in or conducting project meetings, coordination of construction activities, and project closeout reporting.

Hollingsworth & Vose

Engineering Design/Management of Outside Services

- Development of alternative solutions to meet project goals for presentation to management.
- Self-perform or oversee work performed by others of all engineering design calculations and drawings.
- Specification of equipment and construction materials, and preparing requisitions for purchase.

Project Construction/Startup

- Oversee construction work performed by mill maintenance and/or outside contractors during install/start up of assigned projects.
- Monitor construction work to insure it is performed in a safe manner by adhering to established H&V safety policies and practices.
- Coordinate construction activity and equipment checkout and startup.
- Conduct training of operations and maintenance personnel.

Maintenance/Production Support

- Assist both the mill maintenance and production departments in troubleshooting and correcting equipment and process problems.
- Assist production staff with post-startup optimization to realize project benefits.

7) OPERATIONS TRAINING

At each location, the Project Engineer will be tasked with developing a complete understanding of the Business Unit, Mill, and R&D operations. These activities will include the following:

- Attend daily and weekly meetings, review daily scorecards, and understand how decisions are made.
- Become thoroughly familiar with the system used for standard set ups and operating conditions.
- Develop a short list of H&V contacts that the Project Engineer can turn to as frequently as needed until he learns the organization

8) FORMAL TRAINING

During the training program, the Project Engineer will complete the following three training modules offered publicly by the American Management Association (AMA) and the Boston University Corporate Education Center:

- “Making the Transition from Staff Member to Supervisor”
- “Management Skills for New Supervisors”
- “Principals of Project Management”

Other technical classroom training will be assigned and completed as required. In addition, the Project Engineer will be afforded training in Six Sigma through an H&V-approved training resource and/or a specific Six Sigma project on the manufacturing floor. The minimum goal will be to achieve Six Sigma Green Belt certification, but he/she will be required to achieve Black Belt certification within 2-3 years of the start of this program.