



JOB DESCRIPTION

POSITION TITLE:	Process Automation Manager
LOCATION:	Denver, Colorado
DEPARTMENT:	Information Technology
REPORTS TO:	Information Technology Director

POSITION SUMMARY:

This individual will be responsible for all functions of Process Automation within the organization, as well as leading a primarily field-based team.

Responsible and accountable for developing and implementing a vision and strategy for supporting our growing midstream business which includes the automation portion of all company projects including upgrades and modifications to existing systems and all newly constructed systems. The Process Automation Manager will be responsible for championing and securing buy-in for the company's automation initiatives to all relevant internal stakeholders.

The Process Automation Manager will select and hire third party resources to execute the process automation portion of projects and will provide technical support to the company's ongoing operations, own and implement processes/procedures/standards, oversee quality and consistency for project delivery, perform or oversee project quality audits, and the following primary responsibilities to include:

ESSENTIAL DUTIES/RESPONSIBILITIES:

- Responsible for selecting and managing third party automation engineering companies, which includes process automation/functional safety engineers and specialists with expertise in software configuration, programming, graphics and hardware engineering and design.
- Train and supervise Process Automation Group personnel, initiate career growth plans and reviews, and function as a mentor to staff.
- Support the Process Automation Group in the resolution of issues, provide consultation to peers on how to accomplish goals, ensure the best utilization of the Process Automation Group, and responsible for overall group success.
- Consult with Operations and Engineering on technical issues, staffing requirements, estimates and scheduling issues relating to project commitments.
- Responsible for communications Infrastructure monitoring to proactively monitor the health of the SCADA network.

- Monitor progress and performance of all process automation systems to assure quality of work product and ensure continuity of design.
- Continually monitor project staffing requirements, adding or removing resources as required for project needs.
- Establish and maintain a set of Meritage procedures, specifications, and standards (including security standards) relative to the company's automation initiatives.
- Coordinate with the Engineering Manager to provide resources for capital projects.
- Review and approve project estimates and change orders.
- Additional responsibilities as assigned by the Director of IT, CFO or other members of Senior Management.

SUPERVISORY DUTIES:

Responsible for leading a team of field-based technicians by ensuring they are trained and have all relevant tools and resources to perform their jobs.

JOB QUALIFICATIONS:

- Bachelor's degree in engineering or technical field from an accredited college or University required
- Ability to manage people, lead, and execute automation projects
- 10+ years over all experience executing process automation work in midstream, refining and/or petrochemical facilities
- 5+ years managing / leading automation projects
- Well networked in the industry
- Demonstrates a broad technical knowledge of process automation
- Excellent oral and written communication skills required
- Advanced MS Office skills (Word, Excel, Access, PowerPoint) required

WORKING CONDITIONS:

Physical Demands:

When in the office, requires sitting throughout most of the day, interspersed with short trips throughout the office as needed to file, print, etc.

Work Environment:

Split time between Downtown Denver and Field Locations. Travel expected ~50% of the time.

We are an equal employment opportunity employer.

This job description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

This Job Description does not create an employment contract, implied or otherwise, other than an “at will” employment relationship.