



**Job Title:** Procurement Engineer (Multiple Positions)  
**Setting:** Gilmartin Engineering Works  
**Location:** Oak Ridge, TN  
**Hours:** Hourly Full-time/Part-time

**Company Description:** Gilmartin Engineering Works is a Service-Disabled, Veteran-Owned, Small Business specializing in providing comprehensive technical and engineering consulting services and support to government contractors, U.S. Federal agencies, and commercial companies.

Established and incorporated in 2010, we are a small, fast growing company with staff experience and expertise in areas such as quality assurance, supply chain development, planning and oversight, engineering, project management, operations support, and contracts management. Because we are a multi-dimensional and well-rounded team, we have the know-how and bench depth to bring together the right combination of people, technology, and organizations that lead to successful results.

**Job Summary:** Responsible for the procurement of parts and equipment for nuclear facility maintenance and operations activities. Develop and implement procurement strategies, assemble and review procurement packages, establish technical specifications, and assess suppliers to verify compliance with applicable codes and standards, and conduct performance reviews.

**Primary Responsibilities:**

- Develops specifications and performance test requirements to facilitate procurement of parts and equipment.
- Analyzes technical data, designs, preliminary specifications, manufacturing limitations, supplier facilities, and availability of parts and equipment.
- Assures specifications meet federal, state, and local codes and standards.
- Develops improved procurement engineering business processes and procedures.
- Consults with engineering personnel to establish performance criteria and specifications for manufacturing and testing.
- Assesses suppliers and service providers to verify compliance with applicable codes and standards.
- Performs technical evaluations and reviews of procurement documents, and participates in facility inspections.
- Interfaces with internal and external groups on procurement activities, as needed.
- Implementation of CGD processes for the procurement of nuclear safety (SC/SS) items/services in accordance with ASME NQA-1.

- Facilitation of the procurement of SC/SS items/services to originate, review and approve CGD documentation.
- Performance of Technical Evaluations and identification of critical characteristics.
- Development and review of CGD plans including identification of acceptance methods and criteria.

**Requirements:**

- BS in an Engineering from an accredited college discipline with a minimum of 5 years experience
- Must be a U.S. citizen due to the nature of the work
- Proficient in the use of Microsoft Office products (e.g., Word, PowerPoint, Excel)
- Strong verbal, interpersonal, and written communication skills
- Experience with the procurement engineering process, preparing procurement packages, and review of procurement packages
- Knowledge of Federal, state, and local codes and standards applicable to engineering procurement.
- Demonstrate experience in Federal government procurement procedures, laws, and regulations.

**Preferred Experience:**

- Manufacturing experience and/or nuclear facility plant experience
- Completion of EPRI Nuclear Utility Procurement Training
- Knowledge of and experiences with CGD processes
- Possess an EIT or have the ability to obtain one within 12 months of hire

**Compensation:** Commensurate with experience

**To Apply:** To apply for this position, please submit a cover letter and resume to Aimee Garbarino at [aimee@gengineeringworks.com](mailto:aimee@gengineeringworks.com).

**FOR MORE INFORMATION CONTACT:**

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**Gilmartin Engineering Works is an Equal Opportunity Employer.**