



POSITION DESCRIPTION

POSITION TITLE: Electrical & Instrumentation Manager

CLASSIFICATION: Exempt

APPROVED BY: VP, Human Resources

POSITION REPORTS TO: Plant Engineer

POSITIONS SUPERVISED: E & I Supervisor, E & I Technicians

POSITION PURPOSE

Responsible for the safe maintenance, repair or replacement of plant equipment and systems, to ensure maximum production quantity and quality, while supporting the policies, goals, and objectives of the company.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

1. Member of the Plant Leadership Team. Participate in setting objectives, plan development and performance review of plant performance.
2. Initiate, implement, and manage the plant E & I maintenance program based on best practices in the industry, with an emphasis on planning/scheduling and preventive/predictive maintenance.
3. Monitor the use and inventories of spare parts, electrical supplies, and equipment and initiate reordering when necessary.
4. Maintain our DeltaV system throughout the plant.
5. Establish and maintain MapCon our computerized maintenance management system (CMMS) for tracking work orders, spare parts, and maintenance history of plant equipment.
6. Prepare reports, analyze data, and make recommendations for improving plant operations or solving electrical and instrumentation problems.
7. Manage plant E & I personnel. Ensure that E & I technicians are adequately trained, equipped, and motivated so that the maintenance program can be accomplished in a safe, timely, and cost-effective manner.
8. Communicate regularly with E & I technicians, both individually and as a group, to ensure good two-way communication concerning maintenance issues.
9. Assist with hiring of E & I personnel. Conduct employee performance reviews based on —job descriptions to determine competency, knowledge, and contribution of the maintenance technicians.
10. Maintain and update operating and training manuals for the E & I department.
11. Ensure that all E & I technicians are trained in the most updated version of the operating procedures.
12. Monitor operation of plant equipment and systems constantly to minimize unplanned downtime, anticipate, solve problems in a timely manner, and to identify opportunities for improvement.
13. Initiate and carry out projects to improve efficiency and/or reduce operating costs.



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14. Track, analyze and improve key E & I maintenance parameters such as asset utilization, Electrical and Instrumentation cost, PM compliance, schedule compliance, etc.
 15. Maintain safety, health, and environmental policies and procedures. Ensure city, county, state, and federal regulations relating to the E & I department are always met.
 16. Direct, maintain, and enforce the safety program; review safety records to uphold standards of maximum safety for all E & I technicians.
 17. Communicate directly with the operations department to coordinate maintenance and repair work in process areas. Communicate directly with QA laboratory to ensure effective participation by the E & I technicians in the implementation of QA policies and procedures.
 18. Implement programs and procedures required to ensure plant cleanliness.
 19. Assist with planning and implementing plant improvements and expansions.
 20. Drive startup effort at the facility; therefore, participate in staffing effort, lead spare part procurement effort, lead electrical maintenance training effort, identify/secure critical supply, and service agreements, lead the E & I group during checkout and commissioning of the facility, etc.
 21. Assist with interviewing, hiring, and training electrical and instrumentation employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; and addressing complaints and resolving problems.

QUALIFICATIONS

EDUCATION/

CERTIFICATION:

Associates degree from two-year college in a related technical field or certificate or diploma from trade school in related field and 10 years' experience in the electrical and instrumentation of a process manufacturing facility or equivalent combination of education and experience

REQUIRED KNOWLEDGE

& EXPERIENCE:

In-depth knowledge of an ethanol plant, chemical plant, or refinery maintenance
Experience with repairs and maintenance of E & I processing equipment required
Strong knowledge of Microsoft Office Suite required
Experience with PLCs and DCS commissioning
Knowledge of general office equipment required

SKILLS/ABILITIES:

Excellent written and verbal communication skills
Strong creative and organizational skills
Ability to interact professionally and effectively with internal and external customers
Ability to maintain good relationships with internal and external customers, use tact and diplomacy, and possess a customer service focus
Strong analytical abilities, problem solving skills, negotiation skills, dispute resolution, and ability to overcome obstacles
Manage multiple priorities with efficiency and accuracy
Ability to anticipate needs and accomplish necessary tasks
Strong motivational ability and act with honesty
Strong knowledge of DeltaV DCS systems