



POSITION DESCRIPTION

POSITION TITLE: Electrical/Instrumentation Technician
CLASSIFICATION: Non-Exempt
APPROVED BY: Human Resources Director
POSITION REPORTS TO: E&I Supervisor, E&I Manager
POSITIONS SUPERVISED: N/A

POSITION PURPOSE

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

ESSENTIAL FUNCTIONS AND BASIC DUTIES

1. Participate in the plant electrical and maintenance program. Repair or replace plant electrical and automation equipment or systems on a scheduled or emergency basis. Knowledgeable in instrumentation such as control valves and all types of transmitters.
 2. Calibrate and replace fieldbus or 4-20mA valve positioners, flow transmitters, level transmitter, pressure transmitter and temperature transmitters.
 3. Perform preventative maintenance activities as required.
 4. Communicate directly with production and shipping/receiving department to coordinate maintenance and repair work.
 5. Assist with diagnosing and trouble-shooting plant electrical and instrumentation related issues ie: control valves, transmitters, etc.
 6. Assist with new installations and other projects, as requested by the supervisor.
 7. Work with engineer and external contractors to plan and implement installation of new equipment or systems.
 8. Participate in safety, health, and environmental programs.
 9. Know and understand city, county, state, and federal regulations relating to maintenance and plant equipment, and work in a manner to ensure that these regulations are met at all times.
 10. Work in a safe manner at all times.
 11. Participate in programs and procedures required to ensure plant cleanliness.
 12. Be available for overtime work on a scheduled or call-in basis as required.
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QUALIFICATIONS

EDUCATION/CERTIFICATION: High school diploma or equivalent certificate required
Journeyman License required
Instrumentation experience required



**REQUIRED KNOWLEDGE
& EXPERIENCE:**

3 years' experience in electrical or instrumentation maintenance and repair
Strong knowledge of Microsoft Office Suite required
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
Act with honesty and integrity

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION

Some time will be spent in a temperature-controlled office-based environment at the plant electrical shop. Ability to sit for long periods of time. Able to view computer screen for lengths at a time. Significant time will be spent in the plant. All types of chemical industry equipment are used in the plant to include, but not limited to fermentation vessels, agitators, mixing and milling equipment, distillation columns, centrifuges and distributive control systems (DCS). May be exposed to loud noises, wet and humid conditions, fumes or airborne particles, toxic chemicals, extreme hot and cold depending on weather conditions. May be required to work in high, precarious places. Must be able to speak and listen clearly. Fine visual acuity to read for accuracy. Travel required or as needed. For more detail please review the ADA questionnaire on file in Human Resources.

PHYSICAL STRENGTH: This job may require lifting up to 75 pounds regularly.

INTENT AND FUNCTION OF JOB DESCRIPTIONS

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all-inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.

Employee signature _____

Date _____

Supervisor signature _____

Date _____

HR Director signature _____

Date _____