

## Carbon Green BioEnergy, LLC Position Description

Position Title: <u>Maintenance Instrumentation / Electrical Technician</u>		Signature	
Department: <u>Maintenance</u>		Date	
Rev 0 Feb 2015	Supervisory	<input type="checkbox"/>	Non-Supervisory
	Exempt	<input type="checkbox"/>	Non-Exempt
Position Title of Supervisor: <u>Maintenance Manager</u>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

### ❖ Position Summary

- Technician responsible for: Repair, replacement of plant instrumentation / electronic equipment. Ensure maximum production quantity and quality, while supporting the policies, goals and objectives of the company. Technician will work a 10 hour shift schedule 4 days a week and share a rotating weekly after hours on call shift. They may also be utilized in the material handling grains department and other departments as needed. This position requires a great deal of flexibility and the ability to adapt to change.

### ❖ Principal Duties/Responsibilities

#### ❖ Reports directly to maintenance Manager

- ❖ Install, maintain and troubleshoot instrumentation and control systems, e.g. – level, flow, pressure, temperature and motor speed loops
- ❖ Demonstrate how to use an instrumentation communicator (Hart or Generic) interact with field instrumentation
- ❖ Working knowledge of a DCS system
- ❖ Troubleshoot Input and output circuits for Analog and Discrete communication Loops.
- ❖ Replace an existing transmitter with an identical device.
- ❖ Have a working knowledge of serial communications, e.g. RS232, RS485
- ❖ Recognize specialized propriety communication hardware, controllers, and positioners.
- ❖ Have a working knowledge of Allen-Bradley, ABB and Total Control PLCs.
- ❖ Demonstrate how to setup communication with a PLC both isolated and within a VLAN.
- ❖ Calibrate instrumentation on site when all supporting equipment is available.
- ❖ Interpret drawings for instrument, motor loops and e-stop circuits.
- ❖ Demonstrate a working knowledge of pneumatic control systems

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			X
			X
<b>Position Title of Supervisor:</b> <u>Maintenance Manager</u>			

- ❖ **Have a working knowledge of VFDs**
  
- ❖ **Monitor operation of plant equipment and systems.**
  - Reviews the operation of plant equipment and systems constantly, to minimize unplanned downtime, anticipate problems in a timely manner, and to identify opportunities for improvement.
  - Carries out projects that improve efficiency and/or reduce operating costs.
  - Ensures city, county state, and federal regulations relating to the maintenance department are met at all times.
  
- ❖ **Coordinate activities with other departments**
  - Initiates and carries out projects that improve efficiency and/or reduce operating costs.
  - Communicates directly with the operations department to coordinate maintenance and repair work in process areas.
  
- ❖ **Communication: respectful to other employees & Venders / contractors**
  - Must be able to communicate verbally, written to maintenance manager and plant manager
  - Must be able to communicate to venders about new equipment, upgrades and troubleshooting activity's.
  
- ❖ **Other.**
  - Follow plant policy procedures programs required to ensure plant safety and cleanliness.
  - Assists with implementing plant improvements and expansions.
  
- ❖ **Participates in safety, health and environmental programs.**
- ❖ Knows and understands city, county, state and federal regulations relating to process operations and works in a manner to ensure that these regulations are met at all times.
- ❖ Participates in plant safety program and must follow all procedures at all times.
  - ◆ Must complete safety training, and attend all training activities required.

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❖ **Minimum Job Requirements**

- Minimum of two years of electrical maintenance experience in a process plant environment.
  - To perform this job successfully, an individual must have expertise and proficiency with basic office software, e.g., word processing, email, and spreadsheets.
- ❖ All new hired staff will be required to complete an online ethanol short course that the company provides starting within one year of employment

❖ **Working environment:**

- While performing the duties of this job, the employee is regularly exposed to work near moving mechanical parts
  - The employee is occasionally exposed to wet or humid conditions; must be able to climb ladders and to work in high, precarious places; and outdoor weather conditions
  - The employee may be occasionally exposed to high noise environments.
- ❖ The employee is occasionally exposed to wet or humid conditions; must be able to climb ladders and to work in high, precarious places; and in all outdoor weather conditions. Must be able to lift objects weighing up to 50 pounds. Pass company physical.