

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"/>
	Exempt	<input type="checkbox"/>
	Non-Supervisory	<input checked="" type="checkbox"/>
	Non-Exempt	<input checked="" type="checkbox"/>
Position Title of Supervisor:	<u>Maintenance Manager</u>	

❖ **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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- ❖ **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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Position Title of Supervisor: <u>Maintenance Manager</u>			

❖ **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.