



INSTRUMENTATION ELECTRICIAN

ROLE OBJECTIVE:

The Instrumentation Electrician works under the direction of management and is responsible for the installation, repair and/or replacement of all pneumatic, electrical and electronic instrument of distributed control system (DCS) components. All tasks must be completed in compliance with Federal and State Code requirements.

PRIMARY RESPONSIBILITIES AND ESSENTIAL FUNCTIONS:

1. Required to diagnose instrument problems, maintain a preventative maintenance program and keep accurate records on all tasks and equipment.
2. Responsible for maintaining a spare part inventory on equipment and suggest improvements for the equipment and will occasionally make schematics of improvements.
3. Makes schematics of wiring and maintains a complete preventative maintenance program on all equipment.
4. Installs and/or repairs and/or replaces all pneumatic, electrical, electronic and other types of control devices and recording instruments. Also is responsible for cleaning and preparation of all equipment.
5. Diagnoses instrument problems quickly and accurately and schedules the repair and/or replacement.
6. Maintains a preventative maintenance program on all instruments and records instrument failures.
7. Suggests improvements in instruments or systems.
8. Reads schematics and drawings and will occasionally prepare both.
9. Prepares instrument reports.
10. Performs calibration of all ISO 9001 critical instruments and maintains these records.
11. Troubleshoots/diagnoses Rockwell system using operator interface to verify communication between Rockwell system & process.
12. Performs loop checkout procedures.
13. Inputs information into and extracts information from FDMS Work Order system.
14. Prepares electrical safety reports and maintains records and log sheets on all repairs and installations.
15. Works with electricians and/or mechanics to install and/or repair and/or replace any and all electrical machinery, equipment, motors and pumps.
16. Reads schematics and follows blueprints for installation and/or repairs and/or troubleshoots existing conditions.
17. Maintains an equipment log on electrical installations and/or equipment.
18. Assists Mechanics or Electricians.
19. Must be able to operate forklift, man lift, and scissor lift.
20. Trains new Instrumentation Electricians.
21. Keeps the control room and/or office clean and neat.

22. Inspects work areas or units to detect leaks and equipment malfunctions, monitors operating conditions and shuts equipment down if necessary.
23. Troubleshoots equipment and process problems along with monitoring gauges, recording instruments, flowmeters, and other indicators to ensure that specified conditions are maintained and operational systems are working properly.
24. Performs safety inspections in your area that may include eye wash stations, safety showers, hazardous waste satellite areas, ladder storage areas, labeling, and all other safety requirements as deemed necessary by management.
25. Provides information to management and co-workers by telephone, in written form, e-mail, or in person.
26. Follows and abides by all safety and emergency procedures.
27. Empties trash dumpsters and performs housekeeping.
28. Other duties as may be assigned by management or leader.
29. All of the above duties are to be performed in the safest most efficient manner possible to achieve the optimum production of a quality product.

REQUIREMENTS:

1. Must have a high school diploma or Graduate Equivalency Diploma (GED).
2. Must be able to work any shift, including weekends, overtime, holidays, with workdays from 8-12 hours.
3. Must take a pretest with a passing grade of seventy percent (70%) or higher or complete the Company approved training curriculum.
4. Must be able to pass a 12-minute timed test that measures a **ROLE OBJECTIVE:**
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5. Must possess or be able to receive the ISA CCST Level 1 Certification with Company provided training within the 120 day probationary period.
6. Must be able to perform physical activities that require moving your whole body with considerable use of arms and legs, such as reaching, bending, twisting, standing, climbing, lifting, balancing, walking, stooping, and handling of materials with potential for dust explosion.
7. Must be able to lift, push, or pull 50 lb frequently and through mechanical means roll or handle 100 lb containers occasionally.
8. Must be able to work some heights and climb stairs frequently and climb railcar ladders occasionally.
9. Must be able to wear a full face respirator, supplied air, or an SCBA (Self Contained Breathing Apparatus)