

Enviro Tech Chemical Services, Inc.
Job Description



Job Title: Instrumentation & Electrical Tech	Backup: Instrumentation & Electrical Manager
Work Location: Helena, AR	
Department: I&E	
Reports to: I&E Manager	
<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Exempt <input type="checkbox"/> Part-time <input checked="" type="checkbox"/> Nonexempt	Revision Date: 2/28/19 HR Contact: Facility HR Representative

Essential Duties and Responsibilities:

I&E Technicians maintain equipment to keep it running smoothly, perform tests and calibrations, repair or replace components and troubleshoot equipment operational problems.

- Contribute to overall team effort by accomplishing related projects and offering assistance as needed.
- Find ways to increase safety, productivity and efficiency in the I&E department.
- Ability to learn, understand, and implement company and department policies/procedures.
- Follow state and local regulations based on the National Electric Code.
- Ability to learn and execute I&E routines and preventive maintenance schedule.
- Diagnose and troubleshoot malfunctioning instrumentation and electrical systems/equipment.
- Ability to set-up, calibrate, and troubleshoot pressure, level, temperature, pH, conductivity, vibration, flow meters, and switches.
- Ability to read blueprints and technical drawings
- Ability to visually inspect, diagnose, and repair mechanical, pneumatic, and hydraulic systems.
- Must have knowledge in VFD drives, transformers, HVAC systems, motor starters, control wiring, relays, switches, weighing systems, position sensing devices, printed circuit control boards, Allen Bradley DCS, and 4-20 ma loop devices.
- Replace faulty electrical components as required.
- Install/power supply wiring and conduit for newly installed equipment.
- Ability to maintain a clean shop and/or assigned work area.
- Ability to independently complete assigned tasks as directed by I&E Manager.
- Must have basic set of hand tools and general electrical tools.
- Keeps all records in a secure and organized manner. All files should be well organized and accessible in supervisor's absence.
- Inspects, promotes and maintains adherence to food safety cleanliness in the handling of product, ingredients and finished goods using proper work procedures and compliance with Food Safety and Quality Standards as defined by the FDA, SQF, HACCP and GMP Programs.
- Responsible for completed daily, weekly, monthly and annual preventative maintenance inspections Intelex.
- Responsible for completing maintenance/I&E requests in Intelex in a timely manner.
- Perform other job-related duties as required.

Education and/or Work Experience Requirements:

- Excellent verbal and written communication skills, including ability to effectively communicate with internal and external customers
- Excellent computer proficiency (MS Office – Word, Excel and Outlook)
- Must be able to work under pressure and meet deadlines, while maintaining a positive attitude and providing exemplary customer service
- Ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices



- High school diploma or GED required
- Associate degree preferred

Physical Requirements:

- While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear.
- The employee is occasionally required to walk, climb, or balance.
- Specific vision abilities required by this job include close and long-range vision with good peripheral vision.
- Must meet respirator fit test requirements.
- The employee must frequently lift and or move up to 50 pounds.
- The work environment characteristics described here are representative of those an employee encounters while performing the job essential functions of this job. The employee is exposed to outside weather conditions, which include extreme hot and cold weather, humidity, rain and wind. The noise levels in the work environment are low to moderate.
- While performing the duties of their job, the employee will utilize industrial equipment to transport, blend, and package hazardous and non-hazardous materials and compounds.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of their job.
- Enviro Tech Chemical Services, Inc. is an affirmative action and equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity, national origin, veteran status, or genetic information. Enviro Tech Chemical Services, Inc. is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. Consistent with the Americans with Disabilities Act (ADA) To request reasonable accommodation, contact Director, Human Resources ph. (209) 232.2216, email scoen@envirotech.com.

Print Employee Name:

Employee signature:

Date:

Manager Signature:

Date:

Human Resources Signature:

Date: