

## FOX RIVER VALLEY ETHANOL, LLC JOB DESCRIPTION

<b>TITLE :</b>	Maintenance Technician	<b>STATUS:</b>	Non-Exempt
<b>REPORTS TO:</b>	Maintenance Manager	<b>UPDATED:</b>	July 2017

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### **Position Summary:**

Safely maintains equipment for all production processes performed at Fox River Valley Ethanol LLC. Learns, understands and complies with plant safety and production rules and regulations. Monitors, documents, and troubleshoots maintenance activities according to established procedures. Keeps others informed of problems or potential problems as indicated.

### **Primary Responsibilities:**

1. Learns, understands, and complies with all plant safety rules and regulations at all times. Holds self and others accountable for safe operations, wears required PPE, actively participates in regular safety training and testing.
2. Safely maintains production equipment and systems for all products manufactured by the Company according to established procedures. Involves removal, repair, and installation of equipment and components, pumps, motors, piping, and tanks (confined-space entry).
3. Requires safe and efficient use of a wide variety of tools and repair equipment, including welding/plasma torches, milling and lathing machinery, and knowledge of electrical work, hydraulics, and pressurized systems.
4. Performs preventive maintenance activities according to established procedures. Monitors and visually inspects large equipment that can be very hot, heavy, under pressure, and at elevated heights over 100 feet off the ground.
5. Learns and understands sequence of plant operations, purpose and implications of control systems, source/destination of piping, and how the flow of each operation impacts other areas in the Company.
6. Loads and unloads product and equipment as needed.
7. Follows the instructions of Maintenance Manager in regard to maintenance operations including but not limited to: PMs, general operations, problem solving, and personal conduct.
8. Troubleshoots and adjusts equipment to safely maximize production.
9. Performs plant inspections – includes walking through the entire plant on each shift while looking and listening for equipment and process problems.
10. Verbally communicates with other shifts regarding maintenance situations and plant status at the beginning and end of each shift.
11. Communicates in a timely manner with appropriate people regarding operating conditions that need attention on each shift. Follows up with supervisor as needed.
12. Reacts quickly to problem situations and to directions given by management.
13. Performs housekeeping of equipment and grounds according to established procedures.
14. Performs special projects and other duties as assigned by management.

### **Work Relationships:**

Reports directly to Maintenance Manager. Works closely with most other employees on a regular basis – includes operations, logistics, laboratory, electrical and instrumentation, and office. Regular interaction with contractors and vendors, occasionally with delivery and pick-up truck drivers.

### **Performance Expectations and Competencies:**

Work performed is expected to meet or exceed guidelines for safety, quality, accuracy, timeliness and thoroughness. Due to 24/7/365 operations and number of maintenance staff on each shift, must be reliable and timely in reporting to work. Competencies include the ability to: think and work safely, accurately troubleshoot and resolve equipment and technical problems, gain the trust and respect of co-workers and management, communicate effectively and develop good working relationships with others, conduct self with honesty and integrity, a sense of urgency to take initiative and notice what needs to be done, and the good judgment to act appropriately.

### **Knowledge, Skills and Abilities:**

Requires at least a high school education or equivalent – ability to read and clearly speak English, follow written and verbal instructions, write legibly for logs and documentation, perform basic math operations (add, subtract, multiply, divide, fractions and decimals), use measurement devices, read gauges, distinguish color. Must be able to work both independently and as a team member, and multi-task effectively.

EXPERIENCE maintaining a variety of process production equipment and an understanding of process flow is highly desirable, as are certifications in forklift and man-lift operation, and basic computer skills for log entry. Must be able use basic hand tools (screwdrivers, hammer, pliers, electric drills, impact wrenches, hand grinders, air chisels, shovel, broom, etc.)

### **PHYSICAL AND SAFETY REQUIREMENTS:**

- Lift up to 75 lb. pieces of equipment, tools, parts, etc., normally chest height, and move a few feet away, usually several times per shift
- Climb open-grate metal stairs to elevations up to 180 feet off the ground
- Climb fixed and movable ladders up to 40 feet high
- Perform skilled maintenance duties safely and proficiently (electrical, welding, hydraulics, replace/repair wear parts in machinery, adjust equipment, open/close tanks and heat exchangers, etc.)
- Work safely in confined spaces as needed (varies from daily to weekly) and overhead work (reaching overhead and/or working on elevated equipment, etc.)
- Repetitive lifting/bending/kneeling/walking/climbing a significant part of each day, depending on plant operations and preventive maintenance done that day

- Wear and appropriately use all required personal protective equipment (safety glasses, steel toe shoes, hearing protection, respirators, fall protection, hard hats, gloves, chemical suits, etc.)
- Wearing of contact lenses, jewelry and loose clothing/hair are not allowed in the plant for safety reasons

### **Working Conditions:**

Work is performed both indoors and outdoors in all weather conditions – heat, cold, humidity, rain, snow, etc. Frequent exposure to noise, heights, moving equipment and mechanical parts, electricity, extremely hot and cold equipment and products that may be under extreme pressure, toxic and/or caustic chemicals, flammable materials, and dust, dirt/grease.

### **SHIFT SCHEDULE**

Maintenance Technicians will work Monday through Friday 7:00 a.m. to 3:00 p.m. In addition, the Maintenance Technician will be included on the rotating on-call schedule. The Maintenance/Plant Manager may change the on-call schedule based on the needs of the Plant.

This job describes the general nature and level of work performed by employees assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. Employees may be required to perform other job-related duties as requested by management. All requirements are subject to change over time and to possible modification to reasonably accommodate individuals with a disability.