

ACE ETHANOL, LLC JOB DESCRIPTION

TITLE :	Jr. Electrician	STATUS:	Non-Exempt
REPORTS TO:	E&I & CO2 Manager	UPDATED:	March 2019

Position Summary:

Safely installs and maintains electrical systems and instrumentation for all equipment and HVAC at Ace Ethanol LLC with the assistance of a Master Electrician. Learns, understands and complies with plant safety and production rules and regulations. Monitors, documents, and troubleshoots E&I 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. Occasionally requires working at heights up to 200 feet off the ground, in confined spaces, and with equipment that can be very hot, heavy, electrified, and under pressure.
2. Safely installs and maintains all electrical components for production equipment and other systems at the Company. Installs conduit and related wiring with the assistance and guidance of a Master Electrician.
3. Request proper permits as required to carry out electrical work according to Ace Ethanol LLC established procedures
4. Ability to study blueprints and schematics and determines methods, materials, and equipment needed to complete assignments/tasks.
5. Ability to test installations to insure continuity of the circuit, and the compatibility and safety of all components using test equipment such as ohmmeter, amp meter, voltmeter, oscilloscope, or circuit tracer.
6. Ability to measure, cut, bend, thread, assemble, and install electrical conduit, junction boxes, switches, outlet boxes, and switch boards using hand tools and such special equipment as mechanical drills, cutters, benders, and threaders.
7. Ability to maintain and repair other equipment such as telecommunications, video, business and control networks, and data recording devices.
8. Installs and maintains Variable Frequency Drives (VFDs)
9. Maintains HVAC systems for plant and office
10. Learns and understands the 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.
11. Follows instructions of management in regard to E&I operations including but not limited to: PMs, general operations and work assignments, problem solving, and personal conduct.
12. Troubleshoots and adjusts electrical systems to safely maximize production.
13. Performs plant inspections/calibrations – includes walking through the entire plant on each shift while looking and listening for equipment and process problems.

14. Keeps up-to-date logs of electrical activities, shutdowns, abnormal operations, troubleshooting, and problem areas; notifies Manager of problems.
15. Verbally communicates with other shifts regarding electrical situations and plant status at the beginning and end of each shift.
16. Communicates in a timely manner with appropriate people regarding operating conditions that need attention on each shift. Follows up with supervisor as needed.
17. Reacts quickly to problem situations and to directions given by management.
18. Performs housekeeping of equipment and grounds according to established procedures.
19. 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).
20. Performs special projects and other duties as assigned by management.

Work Relationships:

Reports directly to the E&I & CO2 Manager. Works closely with most other plant employees on a regular basis – includes operations, maintenance, logistics, laboratory, and office personnel. Regular interaction with contractors and vendors.

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 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 technical problems, gain the trust and respect of co-workers and management, communicate effectively and develop good working relationships with others, conduct oneself 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. Electrical/Mechanical technical degree or Journeyman Electrician status/certification is strongly preferred. Will consider experience in lieu of education. Must have 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 device and read gauges, and distinguish color. Must be able to work both independently and as a team member, multi-task effectively, and maintain a clean and organized workplace.

EXPERIENCE installing and maintaining a variety of electrical systems, motors, drives, instruments, and other electronic equipment is required. Experience with process flow manufacturing and PLC experience is highly desirable. Certifications in forklift and man-lift operation, and basic computer skills for log entry are very helpful. Must be able use calibration

instruments and basic hand tools (screwdrivers, hammer, pliers, electric drills, impact wrenches, hand grinders, air chisels, shovels, brooms, etc.).

SHIFT SCHEDULE – This is a second shift position. Generally scheduled to work a Monday-Friday, 9-hour shift, with some variation in start and end times. As a part of the E&I and CO2 team this position does participate in the On-Call schedule and responsibilities. For this reason, occasional evening, weekend, and holiday work may be required for call-ins.

PHYSICAL AND SAFETY REQUIREMENTS (see Physical Demand Summary):

- 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 80 feet off the ground
- Climb fixed and movable ladders up to 40 feet high
- Perform skilled E&I duties safely and proficiently
- Work safely in confined spaces as needed 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, preventive maintenance and calibrations to be 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, flame-retardant uniforms.)
- 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.

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.