

Fox River Valley Ethanol, LLC

JOB DESCRIPTION

TITLE: E&I Supervisor
REPORTS TO: Plant Manager

STATUS: Non- Exempt
UPDATED: August 2022

Position Summary:

Programs, installs, and maintains Process Control systems, instrumentation, and electrical systems for all plant process equipment at Fox River Valley Ethanol. Understands and complies with all plant safety and production rules and regulations. Monitors, documents, and troubleshoots DCS, VFDs, and Instrumentation according to established procedures while keeping others informed of problems or potential problems as indicated.

Duties and Responsibilities:

- Holds oneself and others accountable for safe operations, wears required PPE, actively participates in regular safety training and testing.
- Required to work in an industrial setting, at heights on working platforms or manlifts.
- Safely programs, installs, and maintains all process control components for production equipment and other systems at the Company – PLC, DCS, etc...
- Must have the ability to safely install, calibrate and maintain all instrumentation, PLC's, and related automation equipment according to plant design and established procedures.
- Maintains and repairs other equipment such as telecommunications, video, business and control networks, and data recording devices.
- Requires safe and efficient use of a wide variety of tools and test equipment.
- Required to learn and understand the sequence of plant operations, purpose and implications of plant control systems, source/destination of piping, and how the flow of each operation impacts other areas in the Company.
- Follows instructions put forth by the Plant Manager or Facilities Engineer regarding the E&I Department including but not limited to: PMs, general operations and work assignments, problem solving, and personal conduct.
- Must have the ability to troubleshoot, maintain, and repair electrical systems, controls, and instrumentation to safely maximize plant production.
- Must inform the Plant manager of any abnormal operations as they arise.

Required Skills & Abilities:

- Think and work safely
- Meet or exceed guidelines for safety, quality, accuracy, timeliness, and thoroughness.
- Due to 24/7/365 operations, the employee must be reliable and timely in reporting to work.
- Accurately troubleshoot and resolve Electrical and Instrumentation related technical problems.
- Experience with (or ability to learn) Programmable Logic Controllers PLC's, DCS, and other plant automation equipment is a must.
- Must be able to communicate well with all employees and/or departments - good written and verbal communication skills are a must.
- Must have a sense of urgency and take initiative to notice what needs to be done, and the good judgment to act appropriately.
- Must be able to perform basic math operations (add, subtract, multiply, divide, fractions, and decimals), use measurement device and read gauges.
- Must be able use calibration instruments and testing equipment.
- Must be able to work independently

Education & Experience:

- Associate's or bachelor's degree preferred but not required or equivalent certifications and/or work experience.
- Experience with process flow manufacturing and Programmable Logic Controllers PLC's is desired.
- Experience with Allen-Bradley PLC's is desired.

Physical Requirements:

- Occasionally lift up to 25 lb. pieces of equipment, tools, parts, etc., normally at chest height, and the ability move a few feet away
- Climb open-grate metal stairs to elevations up to 80 feet off the ground
- Climb fixed and movable ladders up to 40 feet high
- Occasional lifting/bending/kneeling/walking/climbing
- 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, etc.)
- Wearing of contact lenses, jewelry and loose clothing/hair are not allowed in the plant for safety reasons

Working Conditions:

Work is performed indoors in offices, control rooms, MCCs and the process area, and outdoors in all weather conditions. This includes potential exposure to noise, heights, moving equipment, electricity, dirt/dust/grease, hot and cold equipment in an industrial setting in the proximity of products and process materials that are potentially flammable, under pressure, and/or corrosive.

This job describes the general nature and level of work performed by employee(s) 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.