

# FOX RIVER VALLEY ETHANOL, LLC

## JOB DESCRIPTION

**TITLE:** E & I Technician  
**REPORTS TO:** Maintenance Manager

**STATUS:** Non- Exempt  
**UPDATED:** January 2020

---

### **Position Summary:**

Safely installs and maintains electrical systems and instrumentation for all equipment and HVAC at Fox River Valley Ethanol LLC. 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.

### **Duties and Responsibilities:**

- 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 180 feet off the ground, in confined spaces, and with equipment that can be very hot, heavy, electrified, and under pressure.
- Safely installs and maintains all electrical components for production equipment and other systems at the Company. Installs conduit and related wiring according to NEC.
- Safely installs, calibrates and maintains all instrumentation and control valves for production equipment and systems at the Company, according to established procedures.
- Maintains Motor Control Centers (MCCs) according to established procedures.
- Maintains and repairs other equipment such as telecommunications, video, business and control networks, and data recording devices.
- Installs and maintains Variable Frequency Drives (VFDs).
- Maintains HVAC systems for plant and office.
- Requires safe and efficient use of a wide variety of tools and repair equipment.
- 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.
- Follows instructions of the Maintenance Manager in regard to maintenance operations including but not limited to: PMs, general operations and work assignments, problem solving, and personal conduct.
- Troubleshoots and adjusts electrical systems and instrumentation to safely maximize production.
- Performs plant inspections – includes walking through the entire plant on each shift while looking and listening for equipment and process problems.
- Keeps up-to-date logs of E&I activities, shutdowns, abnormal operations, troubleshooting, and problem areas; notifies the Maintenance Manager of problems.
- Verbally communicates with other shifts regarding E&I situations and plant status at the beginning and end of each shift.
- Communicates in a timely manner with appropriate people regarding operating conditions that need attention on each shift. Follows up with supervisor as needed.
- Reacts quickly to problem situations and to directions given by management.
- Performs housekeeping of equipment and grounds according to established procedures.
- Performs special projects and other duties as assigned by management.

### **Work Relationships:**

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

### **Required Skills & Abilities:**

- Work performed is expected to meet or exceed guidelines for safety, quality, accuracy, timeliness and thoroughness.
- Due to 24/7/365 operations, must be reliable and timely in reporting to work.
- Think and work safely
- Accurately troubleshoot and resolve E&I 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.
- 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, distinguish color.
- Must be able use calibration instruments and basic hand tools (screwdrivers, hammer, pliers, electric drills, impact wrenches, hand grinders, air chisels, shovel, broom, etc.).
- Must be able to work both independently and as a team member, multi-task effectively, and maintain a clean and organized workplace.

### **Education & Experience:**

- Requires at least a high school education or equivalent.
- Electrical/Mechanical technical degree is strongly preferred, as is Apprentice or Journeyman Electrician status.
- Experience installing and maintaining a variety of electrical systems, motors, drives, instruments, and other electronic equipment in required.
- Experience with process flow manufacturing and PLC is highly desirable.
- Certifications in forklift and man-lift operation, and basic computer skills for log entry are very helpful.

### **Physical 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 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 when working on electrical hazards, 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 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 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.