



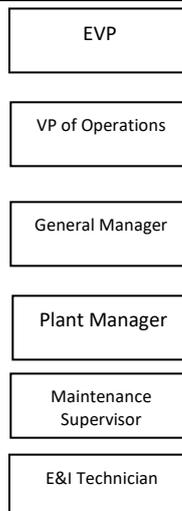
Job Description

Job Title: Electrical & Instrumentation Tech	Job Reference No: 20230
Department: Maintenance	Job Grade: 7
Job Type: Enable	Career Family: Operational
Reports to: Maintenance Supervisor	Nos Post Holders:
Location: Southeast US	Date updated: December 6, 2021

Purpose:

This position is responsible for maintaining the electrical and instrumentation equipment at the production facility. The individual will be responsible for performing routine maintenance of the facility's electrical equipment.

Organization Chart:



Dimensions:

- *No direct reports*
- *Maintain internal relationships with co-workers and supervisors*

Key Accountabilities:

- *Take ownership of personal development*
- *Adhere to agreed policies and practices to maintain an effective workplace capable of meeting its objectives*
- *Manage relationships internally and externally*
- *Share expertise and knowledge with colleagues/co-workers*
- *Proactively cross train in plant activities/projects*

Knowledge, Skills and Experience required:

- *High school diploma or equivalent required*
- *Technical degree preferred*
- *5+ years industrial maintenance experience*
- *Ability to adapt to working within a team or lone working environment, with minimal supervision*
- *Maintain and adjust equipment to maximize production and minimize downtime*
- *Experience with Computerized Maintenance Management Systems (CMMS); Must have experience with Programmable Logic Controllers, Servo and Frequency Drives*
- *Must have a professional attitude and work well with others*
- *Promote a safe working environment and follow all workplace and job safety procedures*
- *Perform/coordinate good housekeeping in the facility*
- *Must be willing to work shift which includes weekends, nights, and holidays*

Special Features:

Able to work in a hot, humid, cold, and noisy industrial environments

Measures of Success:

- *Inspects, tests, adjusts, calibrates, and repairs electric, electronic, mechanical, and pneumatic instruments and systems used to indicate, and record*
- *Inspects meters, indicators, and gauges to detect abnormal fluctuations*
- *Maintains a functional knowledge of the operations software and hardware*
- *Make preventative maintenance inspections of all control instrumentation*
- *Troubleshoots electrical, hydraulic, pneumatic, and mechanical failures and the aptitude to correct those failures*
- *Complete work order cycles, performs work, confirm time, and enter equipment history*
- *Diagnoses existing or potential trouble with plant electrical equipment*
- *Cleans, lubricates, calibrates, and adjusts as conditions indicate*
- *Lays out, installs, and places electrical equipment into service*
- *Performs housekeeping duties as requested, is responsible for keeping designated area clean and clear of safety hazards*
- *Multi-craft skill set is a plus; ability to perform additional maintenance tasks as assigned*

How You Need to Act:

- ***We care about what matters*** – *we help each other achieve the things that are important to each of us*
- ***We're a can-do kind of place*** – *we're empowered and encouraged to make informed decisions, act, and do the right thing*
- ***We see things differently*** – *we share inspiration and insight right across Drax, and search for new ideas and ways of working*
- ***We listen carefully*** – *we make sure that people feel genuinely heard, acknowledged and that what they say matters*
- ***We do what we say we'll do*** – *we're proactive, committed, and reliable –and trust others to be the same*
- *Self-driven with ability to adapt to working within a team or lone working environment, with minimal supervision*
- *Commitment to work safely and consistently demonstrate safe behaviours & attitude*
- *Demonstrates interpersonal skills that enhance the team approach to work and problem solving*

Job Holder Signature:

Line Manager Signature:

Date:

Physical/Mental Requirements

Physical/Mental Abilities	Significant (>50%)	Frequent (10-50%)	Seldom (<10%)	Never (0%)
Use written (verbal visual) sources of information, e.g. read reports, procedural documentation, reference materials		X		
Perform detailed work requiring visual activity, e.g. repair electronic equipment		X		
Uses non-verbal auditory sources of information, e.g. alarms			X	
Use oral communication to perform work, e.g. answer telephone, receive visitors	X			
Digital dexterity, e.g. using computer keyboard		X		
Stand		X		
Sit		X		
Reach	X			
Grasp	X			
Lift/Carry objects which weigh over 10 pounds		X		
Lift/Carry objects which weigh over 50 pounds		X		
Walk	X			
Climb		X		
Kneel	X			
Squat/Bend	X			
Push/Pull	X			
Make minor decisions requiring limited judgement, e.g. task sequencing, filing, sorting mail	X			
Make general decisions in the absence of specific directions, e.g. prioritizing workload	X			
Perform activities requiring sustained concentration, e.g. designing, planning work	X			