

1.0 DUTIES AND RESPONSIBILITIES

The Multi-Craft normally works a day schedule but may be called out during off hours or weekends to maintain the safe and effective operation of the plant 24 hours a day seven days a week as required. The Multi-Craft must be able to interface with PCs, distributed control system, and various instrumentation platforms. Multi-Craft duties include activities indoors and outdoors in all weather conditions. Activities routinely involve climbing ladders, working at heights of over fifty feet, entering confined spaces and working in heat, noise and cold. The Multi-Craft must maintain skills and knowledge of the plant equipment and operation and be a multi-craft skilled technician for both mechanical and E&I systems. The Multi-Craft must exercise good judgment at all times in determining any conditions that might affect personnel safety or environmental conditions to ensure that non-routine situations are handled to minimize risk or exposure to plant personnel or the community. Below is a list of duties and responsibilities characteristic of the chemical plant I & E/mechanic:

- Conduct job duties safely in accordance with plant policies and procedures. This includes participation in the PSM program including management of change reviews and process hazards analysis. Develop an understanding of and maintain complete compliance with regulatory requirements regarding the manufacturing facility and associated products.
- Assist with management of change (MOC) processes and related documentation needs. Potential documentation revisions include instrument specifications, loop sheets, wiring diagrams, etc. • Maintain and repair equipment throughout the plant in a safe and environmentally aware manner. • Learn the plant operation and maintain proficiency through intensive training including self-study and periodic recertification.
- Develop and maintain proficiency and understanding of hazardous material handling procedures and responsibilities.
- Assist in routine operations functions as needed. Coordinate contractor and maintenance work to ensure equipment is safe to perform work and plant lock out/tag out, hot work and confined space entry policies are strictly observed.
- Maintain plant documentation as required to insure adequate recordkeeping and regulatory compliance.
- Be an active participant and provide new ideas for projects or initiatives that aim to improve plant safety and environmental compliance, control and reduce costs, improve product quality and continuously improve productivity.
- Assist in preparing checkout, startup, operation and review of new and existing equipment procedures, control points and limits.
- Support and participate in the organization's Continual Improvement Program to comply with ISO 9001 and cGMP requirements by adhering to processes and procedures, creating innovative solutions, and working toward achievement of company objectives.

2.0 REQUIREMENTS

2.1 EDUCATION

- The candidate must have an Associate's Degree or equivalent.



2.2 EXPERIENCE

- Two years industrial experience, college education or process technology training is preferred. • Experience in instrument and electrical drawing and specification systems.
- Experience in process maintenance and project startup troubleshooting of process control equipment.

2.3 SKILLS AND ABILITIES

- Must possess journeyman skills in Instrument / Electrical and proficiency as a Millwright. • At the time of hiring, an assessment will be made to establish a development plan for the employee to gain experience and training in key areas. Multi-Crafts must complete certification and acquire additional skills as needed in order to be a contributing member in a multi-craft team workplace. • A verifiable background in the following areas will be considered an asset to employment:
 - ISO 9001 Quality System
 - Process Safety Management
 - Team Skills
 - Interpersonal Skills
 - Supervisory Training
 - Government Regulated Programs
 - Technical Training
 - Personal Computer Skills
 - PLC and DCS Systems (Honeywell Experience Preferred)

3.0 PHYSICAL AND SAFETY REQUIREMENTS

- Squatting, sitting, bending, pushing, walking 10-12 hours per day.
- Able to lift 50 lbs.
- Exposure to production environment.

4.0 OTHERS

- Analytical/Critical Thinking
- Attention to detail
- Desire and ability to learn
- Self-starter
- Works with minimal supervision
- Innovative/creative
- Flexible/ adaptable

Employee Signature: Date:

