



Job Description

Electrical Specialist/Maintenance Technician

Reports To:	Plant Manager
FLSA Status:	Non-Exempt
Department:	Maintenance
Salary Range:	\$25 - \$52 per hour

Purpose of Job: This position will provide Maintenance/Electrical support for Highwater Ethanol, under the guidance of the Plant Manager, Operations Manager, Maintenance Manager or CEO. This position will strive to keep Highwater Ethanol operational while following all safety policies. You will become familiar with ethanol production process, Energy Center process, Water Treatment process, Grains process and related items. This position may require call in during evenings and weekends.

Inspect grain delivered to this Highwater Ethanol to ensure that grain is of acceptable quality, report off spec grain to the Plant Manager and Commodity Manager

Load out all Dried Distillers, Assist in load out of Modified Distillers, Load out denatured ethanol, ethanol, corn oil and other products produced at HWE.

Insure that Grains Receiving area, DDG's Building, Ethanol Load out {Rail and Truck} is kept clean and in good working condition. Cross training is an Essential duty of this job

Report necessary equipment issues to Plant Manger and Maintenance Manager.

Essential Duties and Responsibilities:

- Responsible for preventative maintenance of all process plant and utility plant equipment as directed by supervisor.
- Perform preventative maintenance and minor repairs on wheeled equipment at the plant.
- Repair and maintain machinery and equipment including but not limited to pumps, rolling stock, electrical components, tanks and vessels and pipe welding, heat exchanges, grain/elevator equipment, building and grounds, and various other equipment.
- Monitor and replace pumps, valves, motors and related equipment when needed.
- Monitor via vibrations testing necessary equipment to better understand to eliminate down time.
- Repair and maintain plant electrical and instrumentation systems.
- Perform preventative maintenance on electrical and instrumentation systems.
- Install electrical circuits and instruments as required for plant upkeep or process modifications.
- Repair and calibrate instruments used for various process measurements and controls throughout the plant process areas.
- Maintain updated documentation of all electrical and/or instrumentation changes implemented by individual employees or contractors hired by the plant.
- Become familiar with the process control computer for input and upkeep of the system.

- Housekeeping as related, but not limited to, the cleanliness and orderly organization of electrical work areas, MCC rooms, and electrical enclosures.
- Stay informed on Electrical safety requirements and general safety items.
- As a representative of this Company, project an image which exemplifies the high standards necessary to accomplish the goals of this Company.
- Other duties not listed herein, but which need to be accomplished to maintain safe and timely day-to-day operations within the plant.
- In conjunction with the Maintenance personnel, develop and maintain equipment tracking , including preventive maintenance, lifetime analysis of equipment. Make recommendations to Maintenance Manager.
- Maintain self awareness on safety issues and requirements and report any safety concerns immediately to your supervisor and EHS Manager.
- Maintain a team environment with shift operators and all other plant employees. Work cooperatively to support plant maintenance personnel and contractors to achieve completion of workload in a safe, efficient manner.
- Work closely with production and maintenance personnel to reduce or eliminate down time. Support efforts to maximize production through creative problem solving, adaptation, and correction of process bottlenecks. Focus on continuous improvement in all aspects of the job.
- Communicate maintenance performance too and carry out all directives from the Plant Manager/ or Maintenance Manager.
- Complete work orders and document the time, tasks and parts/supplies needed to complete the project.
- Maintain updated documentation of all machinery and equipment changes.
- Perform required maintenance duties as needed on an on-call basis and as scheduled.
- Load ethanol rail tankers and ethanol trucks
-
- Load DDG trucks.
-
- Load DDG railcars as necessary
-
- Load modified or wet DDG trucks.
-
- Capable of working with computers, email, electronic loadout equipment {Ethanol, DDG's, Corn Oil and other products produced at HWE}, Grain system and related items.
- Wash loaders, Check fluid levels in loaders, railcar mover, etc., Grease loaders, railcar mover, etc. at the designated schedule issued by maintenance. Inspect loaders, railcar mover, etc. Check for defects, cracks, breaks, tires, etc. at the designated schedule issued by maintenance.
- Grease moving equipment in grain receiving area at the designated schedule issued by

maintenance. Check oil levels in gearboxes in grain receiving area at the designated schedule issued by maintenance. Grease moving equipment in DDG area at the designated schedule issued by maintenance. Check gearboxes in DDG area at the designated schedule issued by maintenance.

- Listen and look for operations problems as you travel through the plant. Notify the supervisor and advise operations of suspicious noises.
- Monitor DDG production throughout your shift to identify any periods of wet DDG production so a blend can be produced to ensure trucks loading is handled in an effective manner.
- Food Safety Modernization Act {FSMA}: follow all policies related to FSMA.
- Actively promote HWE Team values and principles with team members, outside vendors and customers.
- Effectively communicate with Plant Management, Energy Center, Water Treatment, Grains Receiving/Ethanol Loadout, Maintenance and other departments to keep them informed and resolve issues.
- Keep plant and facilities clean.
- Promote Highwater Ethanol, LLC in the community.
- Other duties as assigned.

Physical Demands & Work Environment:

While performing the essential duties of this position, the Team Member will be exposed to moving, mechanical parts, dusty conditions, high noise levels, internal and external temperature/weather conditions, and exposed to chemicals. Must be able to meet call in requirements as needed. Specific Physical requirements include: Physical ability to work around and on industrial equipment, including frequent climbing, stooping, reaching, pulling, pushing, twisting, bending, kneeling, crawling and grasping. Standing for extended periods of time, walking and data entry. Ability to lift, push and pull up to 50lbs. frequently {unassisted} Capable of using hand tools, power tools, and precision – measuring and testing instruments both mechanical and electrical. Ability to open valves and torque bolts up to 1.5 inches and 200-inch lbs. Must be able to work in confined spaces, climb ladders and steps. Continuous operation requires potential rotating shift work. Qualified individuals will work at heights, be able to adapt to 12-hour workdays, and be able to meet call-in requirements as needed. Elevated work required. Exposure to environmental conditions with exposure to extreme cold and warm temperatures from -50 - +100 degrees. Will work around dust, oil, grease, chemicals and other substances. Ability to wear Personal Protective Equipment {PPE} in designated areas.

Must be able to manage confined space entry, climb ladders and steps and lift a minimum of 50 lbs Plus. Will be exposed to high noise levels. Continuous operation requires rotating shift work. Qualified individuals will work at heights, be able to adapt to 12-hour workdays, and be able to meet call-in requirements as needed. Elevated work required.

Work Experience & Skills Required:

Minimum 2 years experience as a multi-craft maintenance technician/Electrical training in an industrial manufacturing environment or 2-year technical degree from accredited technical school. Electrical Journeymen license required.

Strong commitment to Safety and environmental issues. Willingness to adhere to all safety and health rules, plant rules, procedures and guidelines. Must be able to read technical work orders, drawings and schematics Computer skills, specifically the ability to use Microsoft products and ability to learn to use proprietary databases. Must be able to work without direct supervision to accomplish goals and meet schedules. Proven work ethic and ability to work well with others as well as independently. Possess strong problem-solving and troubleshooting skills. Must be open-minded and adaptive to change, promote the collective interests of the team more than self-interest, able to resolve problems in a respectful manner.

Have a working knowledge of maintenance procedures for centrifuges, drying equipment, boilers, cooling towers, air compressors, pumps, valves, electrical circuits and equipment and 4-20 milliamp instrumentation. Millwright experience preferred.

Welding Certification: with previous experience welding and qualified to weld in accordance with American Welding Society {AWS} or American Society of Mechanical Engineers {ASME} Code.

Must possess a valid driver's license.

Education/Language Ability:

Individuals must be able to add, subtract, multiply, and divide numbers. Individual must be able to work with fractions, metric system, percentages, and decimals. Individual must be able to read, write, and comprehend the English language.