

Membrane Process & Controls, Inc.

Job Description



Job title: Controls Technician 1

Work Location: Edgar, WI – Main Office

Division/Department: Automation Department

Reports to: Automation Supervisor

Full-time

Part-time

Exempt

Nonexempt

Essential Duties and Responsibilities:

This position provides support for the design, installation, and startup of equipment that is provided and/or supported by MP&C. The majority of which is in the food and dairy industries. Maintain MP&C's integrity, professionalism and profitability through interaction with vendors, internal personnel and customers.

- Ability to read and interpret basic electrical control schematics.
- Ability to read and understand basic process instrumentation manuals and wiring diagrams (i.e. pressure transmitters, flowmeters, level transmitters, etc.).
- Layout and building of control panels with all PLC and pneumatic hardware. Includes installing all wire ways, low voltage wire, pneumatic tubing, and making all terminations to the appropriate components per the electrical control schematics.
- Understanding of basic electronics and ability to troubleshoot both controls and mechanical components.
- Ability to use a variety of hand tools, power tools, and testing instruments with skill (i.e. screwdrivers, drills, grinders, multi meter, 4-20mA signal generator, etc.)
- Interface directly with customers for both installation and service support.
- Maintain compliance with all company policies and procedures.
- An average of 30% over night travel to both local and international customer facilities is required.

Education and/or Work Experience Requirements:

- Basic troubleshooting aptitude.
- Excellent verbal and written communication skills, including ability to effectively communicate with internal personnel and external customers.
- Basic understanding of AC power wiring for motors and VFDs (120V/1Ph/60Hz & 230-480V/3Ph/60Hz)
- Basic computer proficiency (MS Office – Word, Excel and Outlook)
- Must be able to work under pressure and meet deadlines, while maintaining a positive, professional attitude and providing exemplary customer service
- Ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices
- Desired – hands on training with process instrumentation and PLC components.
- Need to be able to obtain a Passport for international travel.

Physical Requirements:

- Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state and local standards
- Must be able to sit for work at a desk and/or stand for long periods of time when required
- Ability to walk, climb ladders, bend, lift and carry up to 50 pounds in and industrial plant is very helpful.
- Must be able to talk, listen and speak clearly in person or via phone

Print Employee Name:

Employee signature:

Date: