

Job Title:	I&E Maintenance Tech	Department:	Baytown Operations
Business Unit:	Baytown Processing	Band or Level:	
Reports to:	Director of Projects	FLSA Status:	<input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
Date Created:	September 29, 2016	Approved by:	Chief Operating Officer

Job Responsibilities:
Primary purpose

- Ensure instrumentation control systems and automation systems are calibrated and functioning properly. Accountable for maintaining and safely operating all facility instrumentation, measurement devices and final control elements, such as process control, safety shutdown, fire detection and suppression, gas detection, emergency shutdown, etc. Working with facility engineers, the instrument technician will provide input to optimize the systems and ensure appropriate regulatory requirements and records are maintained. This position will require the ability to assess, maintain, repair and monitor control, analytical systems, and distributed control systems. You will be subject to the on-call schedule and must respond to emergency callouts as scheduled. Perform housekeeping and general maintenance as required. Perform any other functions as trained, requested and instructed by supervision. This position requires a strong electrical and mechanical aptitude; the candidates must be able to demonstrate knowledge and skill through experience and/or training.

Essential duties and responsibilities:

- Successful completion of broad I&E maintenance tasks.
- Maintain the asset safely and in compliance with regulations and corporate policies.
- Maintain electrical switch gear and power distribution.
- Evaluation/development/implementation/maintenance of facility grounding systems.
- Maintaining and optimizing SCADA communications systems and programmable logic controllers.
- Able to troubleshoot using P&ID's and loop diagrams.
- Calibrate, test, inspect, operate, troubleshoot and maintain electronic devices (PLC's, transmitters, etc.)
- Working knowledge of Microsoft Office applications (Word, Excel, PowerPoint and Outlook)
- The ability to work independently, as a team leader, or as a team member within the maintenance group.
- Provide oversight of on-site contractors and provide assurance of competency, safety, and productivity.
- Maintain and update all system documentation including loop diagrams, panel drawings and all relevant discipline control documents.
- Assist in the development of I&E maintenance procedures.
- Assist in the development of annual I&E maintenance budgets.
- Continued implementation and enhancement of preventative maintenance programs.
- Continuously optimize, evaluate and effectively use company and contractor resources and personnel.
- Responsible for adding to and maintaining an approved contractor list.
- Analyze purchases and invoices and identify improvement opportunities.
- Handle regulatory issues as required.
- Evaluation of company and contractor safety practices and performance.
- Required to carry a company provided cell phone, and be available to respond during working and non-working hours.
- Operate a variety of equipment such as cutting torch, forklift, hand tools, electric meters, etc.
- Must be capable of climbing heights to maintain equipment.
- Manage spare/critical parts inventory, keeping necessary amounts of inventory in stock to reduce any delays or failures.
- Properly record and complete I&E maintenance reports and service records.
- Maintain a clean work space by removing trash and debris from all areas of responsibility including structures, offices, restrooms, break rooms, vehicles, etc.
- Maintain good and open communication with operators, supervision, and managers via radio and other proper means.
- Completion of maintenance inspections, checklists, and PM's.
- Participation in Process Safety Management with a heavy emphasis on Instrument and Electrical integrity.
- Participation in safety and environmental training and attendance to daily briefings.
- Observation of company safety and operational procedures and policies. Prompt reporting of any observed unsafe conditions to management.
- Achieve and maintain all Operator Qualifications (OQ) and progression requirements applicable to the job classification.
- Tasks involve the use of various mechanical, measuring and testing devices, hand and other tools, computers and other equipment, and driving company vehicles. Duties involve climbing tank stairs, manually opening and closing large valves, regularly lifting 40 to 50 lbs. and occasionally moving or lifting up to 100 lbs., and other physical activities.
- Requires the use of computer/motor controlled equipment and/or the manual turning of valves.
- Uses and prepares various documents.
- Provides HAZWOPER and Resource Conservation and Recovery Act support and is involved in emergency response activities.
- Perform other duties as assigned.

Job Requirements
Minimum requirements:
Education:

- High School Diploma or Equivalent

Experience/Specific knowledge:

- Petroleum transportation, storage and distribution, electrical and or mechanical experience is a plus.
- Must have a general knowledge of 4-20ma control and associated transmitters.
- Knowledge in control network architecture.
- Must be able to pass Operation Qualification test after training.

Certifications, licenses, registrations:

- Must have and maintain a valid driver's license and be insurable by the Company's Insurance Carrier
- Must attain and maintain a TWIC (Transportation Worker Identification Credentials) as offered by TSA (Transportation Security Administration).

Competencies, skills and abilities:

- Electrical and/or Mechanical aptitude.
- Basic computer skills, Microsoft Office products (Word, Excel, OneNote, and Outlook). Send and receive email, perform inventory accounting, and enter repair work orders, etc.
- Ability to accept supervision/direction and work cooperatively with other people.
- Good oral and written communications in English.
- Ability to perform mathematical calculations in the performance of some duties. Calculators and computers are available.
- Ability and dependability to perform job duties with little or no supervision.
- Ability to recognize, define and effectively resolve problems individually or collectively within a group and in ambiguous situations.
- Must satisfactorily complete all training including passing evaluations and tests.
- In order to appropriately perform the essential duties of this job, regular work attendance is required.
- Self-motivated
- Safety in performance of duties common to this position.
- Must satisfactorily complete all training including passing evaluations and tests.

Physical demands:

- Ability to manually open and close valves, dig, unload arriving material, lift, carry/move weights regularly weighing 40-50 lbs. and occasionally up to 100 lbs.
- Regularly exposed to outside weather conditions and also but not limited to heights in excess of 60 feet.
- Required to stand, walk and climb for extended periods of time.
- Must wear required uniform.
- Ability to walk on paved, gravel or other uneven surfaces.
- Ability to manipulate and use hand tools in performance of various maintenance functions.
- Ability to see to perform various administrative and field operator and maintenance tasks.
- Ability to stand; walk, sit, ascent/descend stairs; use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms; climb or balance; stoop, kneel, or crouch; talk and hear.

Working conditions:

- Work schedule as necessary (days, afternoon/evening, grave yard shifts) including overtime and call-outs as may be necessary, including weekends and holidays. Work rotating shift schedules that operator 24 hours a day, 7 days a week on static work sites.
- Work outside in all weather conditions in daylight and darkness.
- While performing the duties of this job the employee is regularly exposed to moving mechanical parts, fumes, airborne particles, extreme outside weather conditions and vibrations. The employee is frequently exposed to high, precarious places and risk of electrical shock and loud noise levels.

Supervisory responsibility:

- N/A

Preferred education, experience, certifications, competencies, skills, and abilities:

Above the minimum requirements; not required but advantageous in this position

- Relevant 2-year Associate Degree or 4-year degree.

- Prior experience in petroleum industry or chemical process or power plant or electrical and or mechanical experience.
- Prior experience with Truck Management Systems (i.e., TMS 5/6).
- Prior experience in petroleum industry, chemical process, power plant, electrical and or mechanical experience
- Working experience in natural gas industry instrumentation, electronics, and control systems.
- Understanding of process controls and gas processing fundamentals.
- Knowledge and experience in safe handling practices of flammable gases, liquids and high pressure systems.
- Knowledge and experience within a Process Safety Management facility.
- Proficient (perform with limited assistance) with Microsoft Excel, Word, PowerPoint, and Outlook.
- 3+ years direct experience reading instrumentation and electrical diagrams.
- 3+ years direct experience with electrical controls, electrical distribution systems and motor controls.
- 3+ years direct experience with SCADA/PLC/Pneumatic controlled loops with the ability to troubleshoot an array of problems associated with the equipment.

The above statements describe the general nature and level of work being performed. This position may perform other duties as assigned.

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