

Job Description / Performance Base Competency Assessment

Position Title: Automation technician

Position Reports To: Director of Engineering and Maintenance

Date of Origin: 3/12/09

Date of Revision(s):

Date Reviewed:

Hours: Currently 1st Shift – 7:00 a.m. to 3:30 p.m.

Working days may vary based on season. Typically Monday through Friday.

Work Classification: Medium duty position as defined in the Dictionary of Occupational Titles. MF/Equal Opportunity Employer.

Wages: Non-exempt position/ Job Opportunity Wages determined by degree of ability

	Rating
Duties and Responsibilities	1 - 5
1. Recommend/spec automation systems	
2. Maintain electrical/electronic equipment	
3. Improve functionality of existing electrical/electronic systems	
4. Design/Install control systems	
5. Lead or participate in continuous improvement projects	
6. Assist the Director of Engineering with Capitol Projects	
7. Help with day to day administration of the Engineering and Maintenance Dept	
8. Maintain accurate records pertaining to work performed	
9. Maintain a positive teamwork atmosphere by actions, communicating and helping co-workers	
10. Other tasks assigned by Supervisor	

Skills and Abilities

1 - 5

1. Experience and working knowledge of all types of automation equipment including but not limited to PLC's, operator interface, robotics, and servos
2. Write project reports
3. Proficiency in ladder logic design is a must using Allen Bradley equipment
4. Must have the ability to keep records and information pertaining to all activities
5. Proficiency in Auto Cad, MS Excel, MS Word and MS Project
6. Ability to express ideas and work in a team environment
7. Ability to work in a fast paced team oriented environment

Educational requirements

Minimum of an Associates degree in Electrical Technology with three years experience preferred, higher levels of experience without degree may be considered.

Physical Requirements

Body Movements – the amount of time spent performing each physical requirement:

- Occasional - 1/3 or less
- Frequent – 1/3 to 2/3
- Continuous – 2/3 or more

Standing: Frequent to Continuous

Walking: Frequent to continuous

Sitting: Occasional to Frequent

Lifting: Occasional to frequent (medium duty position / ability to lift 30lbs)

Carrying: Occasional to frequent (medium duty position / ability to carry 30lbs)

Climbing: Occasional

Climbing Stairs: Occasional

Climbing ladders: Occasional

Crawling: Occasional

Working in kneeling position: Occasional

Working with arms extended at shoulder level or above: Occasional

Twisting and Turning: Frequent to continuous

Reaching: Occasional to frequent

Bending: Occasional to frequent

Driving: Occasional

Pushing and Pulling: Occasional

Hand Movement: Manual dexterity

- Simple grasping: frequent
- Fine manipulation: --Frequent

Operating Equipment: Occasional (electric and/or propane forklift)

Position Requirements:

- Position requires that individual be OSHA tested and certified.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. This is not a comprehensive listing of all responsibilities and duties that may be assigned by the manager of this position.

Overall performance / competency rating:

- 1 = Deficient Performer
- 2 = Less than effective Performer
- 3 = Competent Performer
- 4 = Above Competent Performer
- 5 = Excellent Performer

Employee Comments:

This Job Description / Performance Appraisal has been reviewed with me. I have made my comments and I () Agree () Disagree with the appraisal.

Employee Signature

Date

Manager / Supervisor Signature

Date

Director of Human Resources

Date