

KAUA'I ISLAND UTILITY COOPERATIVE

**JOB DESCRIPTION and QUALIFICATION REQUIREMENTS**

<b>POSITION:</b>	INSTRUMENT & CONTROL ELECTRICIAN	<b>DATE:</b>	11-29-04
<b>DEPARTMENT:</b>	Production		
<b>SECTION:</b>	Technicians		
<b>SUPERVISED BY:</b>	Instrument & Control Electrical Manager		

**SUMMARY:**

Performs all work necessary for the installation, troubleshooting, maintenance and calibration of electrical, electronic, and pneumatic equipment throughout the company system.

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited, to the following:

- Knows and applies company policies, safety programs, and other applicable rules and procedures.
- Works from instruction books, blueprints, schematics, sketches, oral or written instructions.
- Using test equipment and tools, troubleshoots, maintains, and calibrates all types of electrical, electronic, pneumatic, and communications equipment.
- Installs, inspects, tests, and overhauls electrical and mechanical equipment such as motors, generators, breakers, etc.
- Installs, inspects, troubleshoots, and calibrates meters and other switchboard equipment.
- Makes schematics of equipment or systems and updates and maintains drawings and equipment files.
- Understands logic and basic analog control circuits.
- Installs and maintains computer-based control systems, programmable logic controllers (PLCs), and other man-machine interface (MMI) devices used to control plant equipment.

- Applies control logic theory and ladder logic conventions to the troubleshooting of control systems.
- Applies computer hardware, software, and firmware concepts to the troubleshooting of control systems. This includes the configuration of hardware cards, the utilization of various types of software, and the downloading of computer codes necessary for the operation of control systems.
- Establishes and maintains the Preventive Maintenance Program for pneumatic, electrical, and electronic equipment. Keeps detailed records of maintenance and test activities performed on equipment.
- Installs and connects pneumatic tubing and pneumatic devices.
- Runs electrical conduit, pulls in and terminates conductors.
- Runs and terminates high voltage cable and installs high voltage power equipment.
- Is responsible for equipment clearances related to power plant electrical work.
- Assists Maintenance personnel in the overhaul and maintenance of mechanical equipment.
- Provides working instructions to personnel assigned.
- Must observe standard and special safety regulations pertaining to his/her job at all times; required to use protective equipment as prescribed and furnished in order to protect himself/herself, fellow-workers, others and their property.
- Operates company motor vehicles. Is responsible for operating motor vehicles according to traffic code, safety rules and operating procedures. Maintains company vehicle and trucks under his/her responsibility.
- Maintains plant cleanliness.
- Works with various types of personal/industrial computers and has working knowledge of various types of software.
- Maintains emissions monitoring equipment to provide data that complies with Department of Health regulations.
- Performs similar or incidental duties as required.

*Note: The above job description contains the general data considered necessary to isolate factors affecting the job evaluation and is not to be construed as an accounting of all duties and requirements that may be inherent in the job.*

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to safely lift, carry and otherwise handle cartons up to 75 pounds on a daily basis.
- Must be available for call-outs and overtime.
- Must pass differential aptitude tests (standardized tests of abstract reasoning, mechanical reasoning, verbal reasoning, and numerical ability) and other jobs related tests as deemed necessary by the company.
- Must have demonstrated ability to complete and maintain all necessary records and files for equipment, repairs, overhauls, etc.
- Must be a graduate of the Instrument & Control Electrician Apprentice Program or have equivalent training and experience including installation, troubleshooting, maintenance, and calibration of mechanical, electrical, electronic, pneumatic, and communications equipment. The company may decide to substitute equivalent work experience for the Apprentice Program requirement listed above. Must have or be able to obtain a valid State of Hawaii driver's license.
- Color blindness not acceptable.

**Language Skills:**

- Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures or governmental regulations. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from clients, customers and the general public.
- Must possess good interpersonal and organizational skills and be able to handle multiple priorities.

**Mathematical Skills:**

- Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations. Understand binary, octal, and hexadecimal numbering conventions.

**Reasoning Ability:**

- Ability to define problems, collect data, establish facts, and draw valid conclusion.
- Ability to interpret an extensive variety of technical instruction in mathematical or diagram form and deal with several abstract and concrete variables.

**Physical Demands:**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel objects, tools, or controls; and talk or hear. The employee is required to walk, bend and reach with legs, feet, hands, and arms.
- The employee must occasionally lift, carry and/or move up to 75 pounds.

**Work Environment:**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- The noise and dust level in the work environment is as would be encountered in normal commercial/industrial sites.

**TOOLS AND EQUIPMENT:**

Works with all types of electronic, electrical, and pneumatic equipment including but not limited to motors, generators, motor control and load centers, breakers, transformers, meters and metering equipment, batteries, D.C. voltage systems, and control systems. Works with all types of electronic, electrical and pneumatic test equipment including but not limited to oscilloscopes, calibration devices, personal computers, and industrial computers. Must complete company forklift training and obtain certification to drive a forklift.

**EDUCATION and/or EXPERIENCE:**

Must be a graduate of an Instrument & Control Electrician Apprentices Program or have equivalent training and experience including installation, troubleshooting maintenance and calibration of mechanical, electrical, electronic, pneumatic, and communications equipment. The company may decide to substitute equivalent work experience for the Apprentices Program requirement listed above.

Approved by Company:

  
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VICE PRESIDENT, PRODUCTION

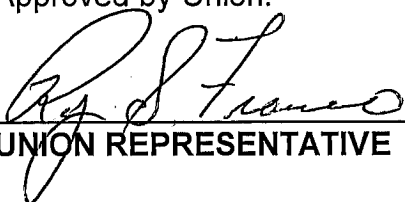
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