
	LONGVIEW POWER PLANT POLICY AND PROCEDURES MANUAL		
	Title: Instrumentation, Controls, and Electrical (IC & E) Technician (Level 3)		
Procedure Number: L1 - ADM - 1JP - IC3 - R	Rev. Number: 0	Rev. Date: 4-20-2009	Page Number: 1 of 5

Job Summary (Why does job exist?)

The IC&E Technician (Level 3) is responsible for all electrical, instrument, and control activities of the plant. The position reports directly to the Instrumentation & Controls Supervisor and indirectly reports to the Maintenance Manager. Some of the common duties will be but not limited to, actuator replacement, lubrication of equipment, filter changing & cleaning, system leak repair, component & driver alignment, component replacement, general industrial maintenance, housekeeping, training and troubleshooting of systems. This person will follow the Plant Safety Procedures and the Plant LOTO or (Lock-out Tag-out System) at all times. The position will be supporting the Longview Power plant Start-Up / Commissioning, Maintenance and Operational readiness of the 700 MW Super-Critical Coal Fired Generating Station, including but not limited to Fuel Systems, Ash Handling, Scrubber System, Steam Turbine Generator, Auxiliary Equipment, Boiler and Auxiliaries, Mills, Crushers, and other plant equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Troubleshoot, inspect, test, maintain, repair, clean and calibrate instrumentation and solid state and microprocessor based control equipment including plant communications equipment, programmable controllers, distributive control systems, generator excitation equipment, battery chargers, and semi-conductor devices.
- Troubleshoot, inspect, maintain, repair, test and clean electrical equipment including: circuit breakers, motor operated valves, AC&DC motors and controllers, switches, solenoid valves, and rectifiers.
- Use a wide range of test equipment, including recorders, computers, control and tuning modules, PC based software analyzer programs, oscilloscopes, data analyzers, logic test equipment, analog and digital multimeters, meggers and other test equipment, while performing tests to identify problems and to maintain and calibrate equipment to performance standards.
- Make regular inspection rounds of plant electrical, instrumentation, and control equipment.
- Connect, disconnect, and tag out equipment and circuits for test or repair and safety of personnel and equipment.
- Assist in developing detailed preventive and predictive maintenance procedures for plant electrical, instrumentation, and control equipment.
- Install, build, or modify plant electrical, instrument, and control equipment as directed.
- Pull cable and install and bend conduit.
- Perform inspections in compliance with the national electrical code.
- Use the oxy-acetylene torch for burning and heating.
- Perform soldering on electronic components.
- Perform rigging and some basic mechanical repairs.
- Maintain shop and storage areas in a neat and orderly fashion.
- Responsible for the safe and efficient use of materials, tools, and test equipment.
- Responsible for his/her safety and all others working around him/her.

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- Responsible for, maintenance, troubleshooting, and calibration of process control systems, including pressure transducers, flow meters, temperature transmitters, level transmitters, controllers and meters.
- Responsible for cleaning work area after work is complete.
- Determine and install wiring, conduit, fixtures, transformers, and other electrical devices in the size, type, and arrangement necessary for proper and safe operation of electrical systems, circuits, and equipment.
- Coordinate activities of contractor employees involved in maintenance and repair of plant I/E equipment.
- Comply with plant policy and procedures, in particular, those involving personnel and equipment safety.
- Perform other duties as assigned.
- Responsibly operate site vehicles; valid driver's license is required.

Job Requirements (Education, Experience, Knowledge, Skills)

- Technical College in the Instrument and/or Electrical field and/or 2 years related industrial experience.
- Knowledge of AC/DC Circuits, Machines, Electronic theory and components.
- Ability to interpret electrical and electronic drawings and prints.
- Knowledge of plant Safety & Environmental procedures.
- Knowledge in the use of personal computers and numerous software applications such as Excel, Word, MS Outlook, Powerpoint, Access, etc.
- Ability to productively work independently and as an overall integral Longview team member.
- Must have knowledge of Plant LOTO system, (Lock-out - Tag-out).
- Must have good communication skills and the ability to effectively communicate activities with other plant personnel.
- Ability to handle quick changing situations under stress and to work extended hours on short notice if and when required.
- Ability to achieve Level 1 & 2 Status through training and qualifications.

SUPERVISORY RESPONSIBILITIES


Does this job have supervisory responsibilities? No

Supervision Received:

Routine duties are performed with minimal supervision; standard practices or procedures allow routine work to proceed alone; receives occasional checks of work while in progress; work is reviewed upon completion.

Are there non-supervisory employees who report directly to this job? No

Are there subordinate supervisors reporting to this job? No

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OTHER DUTIES AND RESPONSIBILITIES

- Comply with all Safety & Environmental policies, practices and procedures.
- Participate in proactive team efforts to achieve departmental and company goals.
- Perform other duties as assigned.
- Provide leadership to others through example and sharing of knowledge/skill.
- The IC&E Technician (Level 3) will implement the facility's maintenance programs in the electrical instrument, and control areas.
- Troubleshooting, testing, maintenance, calibration, and proper operation of all instrumentation, control systems.
- Clean Plant, Shop, and work areas as assigned or required.

EDUCATION and EXPERIENCE

Level of education and experience needed to successfully accomplish the essential duties of this job.

Associate's degree (A. A.) or equivalent from two-year College or technical school; or two years related experience and/or training; or equivalent combination.

LANGUAGE SKILLS


Level of language (ability to read, write, and speak English) needed to successfully accomplish the essential duties of this job.

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Level of mathematical skills and abilities needed to successfully accomplish the essential duties of this job.

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

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REASONING ABILITY

Level of reasoning skills and abilities needed to successfully accomplish the essential duties of this job.

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

COMPUTER OPERATIONS

Proficient personal computer skills including electronic mail, record keeping, routine database activity, word processing, spreadsheet, graphics, etc.

PLANNING/ORGANIZATION

Prioritizes tasks.

CERTIFICATES, LICENSES, REGISTRATIONS


Licenses, certificates, or registrations that are required to perform the essential duties of this job.

Valid Drivers License

PHYSICAL/ENVIRONMENTAL DEMANDS

How much on-the-job time is spent in the following physical activities?

	<u>Rare</u>	<u>Occasional</u>	<u>Frequent</u>
Standing	___	___	<u>X</u>
Walking	___	___	<u>X</u>
Sitting	___	___	<u>X</u>
Using hands to finger, handle, or feel	___	___	<u>X</u>
Reaching with hands and arms	___	___	<u>X</u>
Climbing or balancing	___	<u>X</u>	___
Stooping, kneeling, crouching, or crawling	___	<u>X</u>	___
Talking or hearing	___	___	<u>X</u>
Tasting or smelling	___	<u>X</u>	___
Other: Driving	___	___	<u>X</u>
Other: Respirator Use	___	<u>X</u>	___

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Does this job require that weight be lifted or force be exerted? If so, how much and how often?

	<u>Rare</u>	<u>Occasional</u>	<u>Frequent</u>
Up to 10 lbs	—	—	<u>X</u>
Up to 25 lbs	—	—	<u>X</u>
Up to 50 lbs	<u>X</u>	—	—

WORKING CONDITIONS

Outdoors and indoor shop environment with adequate ventilation.

Wet or humid conditions (non-weather)	—	<u>X</u>	—
Work near moving mechanical parts	—	<u>X</u>	—
Work in high precarious places	—	<u>X</u>	—
Fumes or airborne particles	—	<u>X</u>	—
Toxic or caustic chemicals	<u>X</u>	—	—
Outdoor weather conditions	—	<u>X</u>	—
Extreme cold (non-weather)	<u>X</u>	—	—
Extreme heat (non-weather)	—	<u>X</u>	—
Risk of electrical shock	<u>X</u>	—	—
Vibration	—	<u>X</u>	—

How much noise is typical for the work environment of this job?

Moderate noise (examples: business office with computers and printers, light traffic)

Loud (examples: metal can manufacturing department, large earth-moving equipment)

TRAVEL

Minimal overnight travel (up to 10%) by land and/or air.