

JOB DESCRIPTION

Job Title:	Controls Engineer		Dept:	Plant Engineering	
FLSA:	<i>Salary</i> Exempt	Issue Date:	06/20/2008	Revision Date:	06/09/2017

Note: Direct reporting structure is based on division organization charts.

Key Areas of Responsibility (Answerable for the following end results)

- Support production in reducing / eliminating equipment and tooling downtime or scrap, utilizing good analytical methodologies.
- Responsible for controls systems design, specification, programming, simulation and testing, and start-up assistance.
- Support efficiencies via process change, automation, etc.
- Program automated equipment to conform with production requirements.
- Design and quote electronic controls required to aid in the production processes.
- Receive Quotes and recommend sources of controls devices.
- Program automated equipment to conform with production requirements.
- Facilitate/maintain process controls equipment.
- Develop and design plant and process improvements (layout, equipment, process, ergonomics)
- Identify key process controls/systems and provide appropriate resources to maintain
- Compliance with all applicable government safety and environmental standards
- Advise Maintenance Technicians
- Document all activities as required.
- Adhere to all company guidelines for Emergency Evacuation to ensure employee safety.
- Any additional responsibility deemed necessary by management.

Limits of Authority

- Advise Department Manager of those situations that may pose a significant risk to the program, product assurance, facilities, employee safety or customer satisfaction results.
- Initiate actions to prevent the occurrence of any nonconformance relating to product, process & systems.
- Identify and record any problems relating to the product, process or system.
- Initiate, recommend or provide solutions through the appropriate channels and verify implementation.
- Control further processing and delivery of nonconforming product until the deficiency is corrected.
- Initiate project RFQ's with supporting documentation to be signed
- Quote / negotiate pricing and timing from vendors for equipment and tooling
- Sign off "Approved" layouts for facility if required.

Basic Education, Experience and Skills Required

- Must have proven experience in: PLC logic and programming with any of the following PLCs: Allen Bradley, Modicon, GE Fanuc, Siemens, AutomationDirect, Mitsubishi, Omron, Aromat, Toshiba, HMI or SCADA programming and configuration of any of the following software packages Wonderware, Rockwell, Intellution, GE Cimplicity, Ci-Tech, Iconics, Siemens, US Data, etc.
- 2-year minimum college education and 1 year of related experience in controls and assembly operations or an equivalent combination of education and experience
- PLC understanding and programming
- Good mechanical / electrical skills
- Possess excellent leadership abilities, organizational and communication skills
- Excellent interpersonal skills and written and verbal communications
- Excellent analytical skills
- Proficient advanced computer skills, knowledge in Microsoft (Word, Excel)
- Panel design and layout, wiring schematic capabilities
- Must have blue-print reading experience
- Conveyor systems
- Bar code readers
- Field commissioning experience
- Control Net and Device Net I/O systems
- RS View
- Industrial Controls (photo electrics, motor control centers, etc)
- Variable Frequency Drives

APPROVAL

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- Auto-Cad Experience
- Ability to maintain confidential information

Dakota University Training (Minimum Requirements)

- **Dakota Orientation**
- **Safety Training**
 - Hazardous Communication
- **Dakota Vision and Culture**
- **Departmental Training**
 - Process – Engineering Change
 - Process – Program and Process Development
 - Change Control Database
 - ARC Flash
- **Company Training**
 - BOS Overview
 - Information Technology
 - Outlook
 - Trans4M Overview
 - Purchase Requisitions
 - Quality Mission Statement
 - Expense Reporting
 - Travel Management System

Health, Safety and Physical Demand Requirements

- Normal amount of sitting and standing, average mobility to move around an office and plant environment, able to conduct normal amount of work on a computer.

Risks Associated with Job Function

- None

Travel Requirements

- Approximately 20% travel required
- Valid driver’s license required

The above points have been explained sufficiently.

Employee’s Name (Please Print)

Date

Employee’s Signature

APPROVAL