



MONARCH

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Job Description

Position Title: Electrical Instrument Serviceman I

Job Category: Electrical

Department: Electrical

Job Classification: Full-Time

Work Location: 449 1200 Street, Humboldt, Kansas

Position Type: On-Site

Requisition Number: ELECT001020

Occupational Definition: #59 – Electrical Instrument Serviceman I

Position Summary

The Electrical Instrument Serviceman I is an entry-level electrical and instrumentation position responsible for assisting with the installation, service, repair, calibration, and troubleshooting of electrical, electronic, and instrumentation equipment throughout The Monarch Cement Company's properties.

This position requires a strong foundation in electricity, electronics, and instrumentation, along with the ability to apply that knowledge in an industrial cement manufacturing environment. The Electrical Instrument Serviceman I works under the direction of Electrical Instrument Servicemen II, III, and IV while developing the technical skills, equipment knowledge, and judgment required for progression within the department.

Essential Duties and Responsibilities

The duties listed below are intended to describe the general nature of the work performed. They are not intended to be an exhaustive list of all duties, responsibilities, or tasks that may be assigned.

- Assist in the installation, service, repair, assembly, and calibration of electrical, electronic, and instrumentation equipment used in cement manufacturing.
- Assist with motor coupling alignment and related electrical or instrumentation work as directed.
- Troubleshoot electrical, electronic, and instrumentation equipment under appropriate supervision.
- Read and interpret schematics, operation manuals, service manuals, handbooks, parts lists, and other technical resources.
- Locate technical information needed to support service, repair, and troubleshooting activities.
- Develop a working understanding of the principles of operation for cement-making machinery and equipment.
- Use basic tools and test equipment commonly associated with the electrical, electronic, and instrumentation trades.
- Maintain assigned tools and equipment in good working condition.
- Follow proper instructions and, in their absence, act in accordance with sound judgment.

- Maintain a high standard of performance and continue developing knowledge of technological advances and modern maintenance practices.
- Participate in training and self-improvement opportunities as required or available.
- Perform other duties as assigned by authorized personnel.

Required Qualifications

- High school diploma or GED equivalent.
- Successful completion of the required screening test for this occupation.
- Electrical, electronic, or instrumentation education sufficient to support work in an industrial environment.
- Basic understanding of electricity, electronics, and instrumentation fundamentals.
- Ability to read schematics and technical manuals.
- Ability to learn cement manufacturing equipment and related electrical/instrumentation systems.
- Ability to work under the direction of higher-classified Electrical Instrument Servicemen.
- Ability to use sound judgment, follow instructions, and work safely.

Knowledge, Skills, and Abilities

- Basic knowledge of electrical, electronic, and instrumentation principles.
- Ability to assist with installation, repair, calibration, and troubleshooting activities.
- Ability to use hand tools and test equipment associated with the electrical and instrumentation trade.
- Ability to locate and interpret technical information from manuals, schematics, handbooks, and parts lists.
- Mechanical aptitude and willingness to learn cement manufacturing equipment.
- Dependability, initiative, and commitment to self-improvement.
- Ability to work safely in an industrial plant environment.
- Ability to follow Company rules, procedures, labor agreements, and safety requirements.

Progression Requirements

An Electrical Instrument Serviceman I may progress to Electrical Instrument Serviceman II after:

- Completing one year in the Electrical Department;
- Qualifying on equipment and tasks as determined and established by the Company; and
- Demonstrating the required skill, knowledge, resourcefulness, sound judgment, and ability to diagnose and troubleshoot defects in electrical, instrumentation, and electronic equipment.

Progression requires a general knowledge of cement-making machinery and the ability to perform work in accordance with Company expectations.

Required Tools

The Electrical Instrument Serviceman I is expected to master the use of basic tools and test equipment normally associated with the electrical, electronic, and instrumentation trade.

The following tools must be purchased before the trial assignment is completed:

1. Tool pouch and belt
2. Crescent wrenches, 8" and 12"
3. Channel lock pliers, 10"
4. Needle nose pliers, 6"
5. Diagonal cut pliers, 7"
6. Side cut pliers, 9"
7. Standard screwdrivers:
 - o 3/16" x 8"
 - o 1/4" x 4"
 - o 5/16" x 6"
8. Phillips screwdrivers:
 - o #1 x 3"
 - o #2 x 4"

Safety and Compliance Expectations

Compliance with The Monarch Cement Company's Safety Rules, Standard Operating Procedures, Working Rules, applicable labor agreements, and all other Company policies is required.

Employees are expected to:

- Work safely at all times;
- Use required personal protective equipment;
- Follow all instructions, procedures, and safety requirements;
- Report unsafe conditions, damaged equipment, or hazards immediately;
- Maintain a high standard of workmanship and conduct; and
- Perform duties in a manner consistent with Company expectations and sound judgment.

Work Environment

This position works in an industrial cement manufacturing environment. The employee may be exposed to plant equipment, moving machinery, dust, noise, heights, confined spaces, electrical systems, and other conditions typical of cement manufacturing operations. Appropriate safety procedures and personal protective equipment are required.

Equal Employment Opportunity Statement

The Monarch Cement Company is an Equal Opportunity Employer. The Company considers applicants and employees without regard to protected veteran status, disability, or any other status protected by applicable federal, state, or local law.

Applicants are also notified of their rights under applicable federal employment laws, including the Department of Labor's "Know Your Rights" notice.