



Job Description: Associate Instrumentation and Controls Engineer (I&C)

Alternative Titles: n/a

Revised: February 28, 2011

Business Unit: Engineering

Employee Type: Exempt

Reports To: I&C Engineering Manager

Purpose: Perform tasks related to instrumentation and controls (I&C) engineering.

Work Schedule: 7:30 am – 5:30 pm Monday through Thursday and 8 am – 12:00 pm Friday (minimum).

Essential Skills (may include but are not limited to the ability to)

- Assist in, prepare, and coordinate designs for industrial projects. This may include:
 - Instrument specification, sizing, selection, and drawings.
 - Control system specification and selection.
 - Control system software design, documentation (e.g., alarm and trip list, cause and effect diagrams, logic diagrams, control narratives, etc...), configuration, and graphics development.
 - Coordinate work with other disciplines.
 - Support I&C team with project deliverables.
- Prepare and disseminate all required documentation such as project specifications, instrument data sheets, level sketches, requests for quotation, requisitions, etc.
- Instrument Verification – Installation, calibration, and operation.

Essential Qualifications

- Must possess basic knowledge of engineering fundamentals.
- Able to perform various mathematical calculations either manually or with calculator.
- Excellent communication and technical writing skills required. Must be capable of interacting with engineers, suppliers, and shop/construction personnel.
- Must be proficient in Microsoft Access, Excel, and Word.
- Bachelor's degree in Electrical, Chemical or Mechanical Engineering from an accredited engineering school
- Previous experience in an EPC contractor preferred, but not required.
- Read, write and communicate using English language sufficient to perform job functions (other preferences will be given for special language skills where there is a business need)

Physical Requirements

- Frequently lift objects weighing up to 25 pounds
- Climb stairs
- Sit for long periods of time
- Occasionally stoop, kneel or crouch
- Use hands and arms to reach for, grasp and manipulate objects

Tool/Personal Protective Equipment Requirements

- n/a

Environment: Work usually takes place in clean, pleasant, and comfortable office settings.

Employee Review Acknowledgement

I acknowledge that I have read the Job Description and I understand what would be expected of me. The Company reserves the right to change or reassign job duties or to combine positions at any time. I also understand that I am an at-will employee, and this Job Description does not constitute a contract of employment.

Candidate/Employee Signature

Date