Membrane Process & Controls, Inc.

Job Description

Job title: Automation & Controls Manager

Work Location: Edgar, WI – Main Office

Division/Department: Engineering

Reports to: Engineering Manager

■ Full-time ☐ Part-time	■Exempt ☐Nonexempt

Essential Duties and Responsibilities:

Provide leadership and skill training for the Automation/Controls group that consists of Controls Design Engineers, PLC/HMI Programmers, and Control Technicians. This group provides the designs, builds, and installs control panels for a variety of other fluid and heat transfer equipment and systems utilized in sanitary food process facilities. They also provide programming of the PLC/HMI and information report implementation.   The person in this position must maintains MP&C's integrity, professionalism, and profitability through interaction with vendors, internal personnel, and customers. The Automation/Controls Manager must exhibit composure, be a logical problem solver, and have a willingness to work with many personalities.
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- Supervision and training includes, but is not limited to: the hiring of personnel, performance reviews, teaching/training of skills required for automation (i.e. component selection/specification, control panel design, control panel building, technician plant installation skills, etc.), conducting both commendation and disciplinary action as required.
- Schedule automation personnel for specific projects and source subcontracted employees as required to meet manpower needs based on project schedule.
- Provide support by attending meetings with Project Managers and Process Engineers for detailed scope understanding and scheduling to meet project deadlines. Help to develop functional programing specifications for projects.
- Support sales personnel for technical questions and answers regarding automation that affect proposals for that portion of project scope.
- Specify and requisition automation components for awarded projects (i.e. control enclosures, instrumentation, pilot solenoid valve, PLC & Remote I/O hardware, terminal blocks, cable, pneumatic components, etc.)
- Review control designs and components for accuracy.
- Strong understanding of HMI and PLC programming so that capable of evaluating progress of programmers and also support onsite visits, internal design and sales support.
- Must have the ability to develop and create electrical control schematics using AutoCAD software.
- Ability to read and understand process instrumentation manuals and wiring diagrams (i.e. pressure transmitters, flowmeters, level transmitters, etc.).
- Competency to guide the layout and building of control panels with all PLC and pneumatic hardware. Understand how to install all wire ways, low voltage wire, pneumatic tubing, and making all terminations to the appropriate components per the electrical control schematics.
- Thorough understanding and ability to troubleshoot both controls and mechanical components and issues in the field.
- Understanding of vector frequency drives (wire terminations and basic parameter setup).
- Also understand basic Ethernet (Network) schematic design as it pertains to HMI and I/O communication within a plant.
- Ability to use a variety of hand tools, power tools, and testing instruments with skill (i.e. screwdrivers, drills, grinders, multi meter, 4-20mA signal generator, etc.)
- Work closely with project managers, process engineers, to provide timely support for multiple projects.
- Interface with vendors for automation component selections and as well as to troubleshoot issues.
- Interface directly with customers for both installation and service support.
- Support and oversee the on-call service support covered by technicians and programmers.
- Will require some "hands on" involvement with technicians, programmers, and design engineers both in the panel shop and at customer locations.
- Responsible for oversight of automation estimator to develop both cost estimates and the written scope of work for proposals that are provided to Sales personnel for presentation to customers.
- Maintain compliance with all company policies and procedures.

- An average of 20% overnight travel to both local, and nationwide customer facilities is required. International travel is seldom required.

Education and/or Work Experience Requirements:

- Excellent math and troubleshooting aptitude.
- Excellent verbal and written communication skills, including ability to effectively communicate with internal personnel and external customers throughout all levels.
- Thorough understanding of control wiring (24VDC, Analog, Digital).
- Excellent understanding of AC power wiring for motors and VFDs (120V/1Ph/60Hz & 230-480V/3Ph/60Hz)
- Excellent understanding of PLC and HMI programming specifically with Rockwell Automation products.
- Excellent computer proficiency (MS Office – Word, Excel and Outlook)
- Must have be proficient in AutoCAD.
- Must be able to work under pressure and meet deadlines, while maintaining a positive, professional attitude and providing exemplary customer service
- Ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices
- A minimum of a technical school degree in Electrical/Mechanical Technician Program and/or a minimum of 10 years PLC and HMI Programming/Commissioning experience.
- Desired – hands on training with process instrumentation and PLC components.
- Need to be able to obtain a Passport for international travel.

Physical Requirements:

- Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state and local standards
- Must be able to sit for work at a desk and/or stand for long periods of time when required
- Ability to walk, climb ladders, bend, lift and carry up to 50 pounds in and industrial plant is very helpful.
- Must be able to talk, listen and speak clearly in person or via phone

Print Employee Name:

Employee signature: **Date:**