Now Hiring

E&I Assistant Supervisor

Summary

The E&I Assistant Supervisor assists the Electrical and Instrumentation Supervisors in supervising and directing electrical and instrumentation Maintenance Technicians and Control Technicians to optimize factory reliability and operations.

Essential Job Duties

- Implement and require strict adherence to all safety, food safety, feed safety, and sanitation rules and programs as well as other applicable company policies and regulatory compliance issues.
- Ensure high personnel utilization and best maintenance practices are achieved by:
- Actively utilizing service call system
- Managing and prioritizing service call backlog
- Assigning service calls to keep percent of planned and scheduled work high
- Develop the process, electrical, instrumentation, control, programming, and leadership skills of self and others through training
- Recognize opportunities for applying new technologies or methods for process measurement and control. Assist in developing and implementing new technologies or methods
- Recognize opportunities to increase efficiency, effectiveness, and reliability of electrical and instrumentation maintenance and assist in developing and implementing practices that minimize downtime
- Recognize opportunities for standardization and assist in developing and implementing standard practices
- Optimize department inventory costs by developing, implementing, and maintaining an inventory management system
- Coordinate, oversee, document, and assist in the planning, installation, and testing of instruments, electrical equipment, and control systems which replace existing or are part of new installations
- Assist the E&I department in managing the maintenance activities, calibration, and reliability of all automation, instrumentation, electrical equipment, and control devices. Ensure compliance with formal regulations regarding periodic calibration of instruments and meters
- Assist in the documentation of maintenance history and upkeep of electrical, instrumentation, and programming prints, drawings, and records
- Assist in the maintenance, installation, and certification of Fike Systems
- Report mechanical, electrical, instrumentation, environmental, food safety, feed safety, food quality, operational problems, and unsafe conditions to supervisor
- Fill in for E&I supervisor(s) as needed
- Complete administrative tasks, duties, and reports as required in a timely manner
- Maintain confidentiality of organizational information
- Other duties as required by the business
- Maintain employee confidentiality
- Adhere to all company policies and all safety, food safety, feed safety, and sanitation rules and programs

Qualifications

- Two-year degree in Computer Science, Instrumentation, or Electrical fields required or a Master Electrician License
- Minimum of five years' experience as an Instrument Technician, Electrician, or in a related field demonstrating comparable technical knowledge and skills
- Good understanding of process operations, plant maintenance, and construction
- Embraces teamwork, communicates, and works cohesively with employees at all levels
- Leadership, organizational, decision making, and change management skills are required
- Motivated, willing, enthusiastic, and promotable.
- Good attendance, safety, disciplinary, and overall employment records
- Demonstrated leadership qualities, and planning/scheduling skills
- Working knowledge in the following areas preferred:
    - Electrical and electronic theory
    - Power supplies
    - Electrical measuring instruments
    - Basic measurement instrumentation
    - Electrical motors, motor controllers, generators, and transformers
    - Electrical control circuits
    - Electrical switchgear and motor control centers
    - National Electrical Code

- Pneumatics
- Process control
- Process instrumentation
- Safety calibration and testing
- Final control elements
- Reading schematics and symbols
- Electrical protective devices
- Hazardous classified areas
- Programmable Logic Controllers (PLCs)
- PLC hardware and programming
- HVAC systems basics
- Basics of mechanics
- Computer programming
- Database knowledge
- Windows workstation and server
- Computer networks

Physical Demands and Expectation

- Able to bend and lift up to 50 pounds
- Able to climb stairs
- Able to sit for extended periods of time

Minn-Dak Farmers Cooperative
Attn: Susie ● 7525 Red River Road ● Wahpeton, ND 58075
Email: jobs@mdf.coop or sbitner@mdf.coop
Phone: 701.671.7777
www.mdf.coop/careers

APPLICATION FOR EMPLOYMENT

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.
Minn-Dak Farmers Cooperative is a drug-free workplace. All new hires must pass a pre-employment drug screen and background check.

MINN-DAK FARMERS COOPERATIVE
7525 RED RIVER ROAD
WAHPETON, ND 58075

How Did You Learn About Us?

□ Advertisement □ Relative _____

□ Employment Agency □ Friend _____

□ Employee Referral □ Other _____

FOR OFFICE USE ONLY
Form 8850 filled out:
□ Yes □ No

Follow up needed:
□ Yes □ No

Date: _____

Position Applied For: _____

First Name: _____ Middle Name: _____ Last Name: _____

Address: _____
Number Street City ST Zip

Telephone Number: _____

Email Address: _____

Best time to contact you at home is: _____ □ AM □ PM

If you are over 18 years of age, are you authorized to work in the United States? □ Yes □ No

Have you ever filed an application with us before? □ Yes □ No

If yes, when? _____

Have you ever been employed with us before? □ Yes □ No

If yes, when and who was your supervisor? _____

Can you travel if a job requires it? □ Yes □ No

Date available to start work: _____

What is your desired salary? _____

Are you available to work: □ Rotating shifts □ Full Time □ Campaign (appx Sept-May) □ Harvest (appx Sept-Oct)

Have you ever been convicted of a felony? □ Yes □ No
(A criminal record does not constitute an automatic bar to employment and will be considered only as it relates to the job in question.)

EDUCATION

	Name and Address of School	Course of Study	Years Completed	Diploma/Degree
High School or GED				
Undergraduate College				
Graduate Professional				
Other (Specify)				

Describe any specialized training, apprenticeship, skills and extra-curricular activities:

Describe any job-related training received in the United States military:

REFERENCES

Name:	Address:	Phone:
Name:	Address:	Phone:
Name:	Address:	Phone:

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status. Include resume if available.

Employer Information Company Name:	**Dates Employed**	Work Performed:
Address:	From:	
Telephone Number:	To:	
Job Title:	**Salary**	
Supervisor:	Starting:	
Reason for leaving:	Ending:	
Employer Information Company Name:	**Dates Employed**	Work Performed:
Address:	From:	
Telephone Number:	To:	
Job Title:	**Salary**	
Supervisor:	Starting:	
Reason for leaving:	Ending:	
Employer Information Company Name:	**Dates Employed**	Work Performed:
Address:	From:	
Telephone Number:	To:	
Job Title:	**Salary**	
Supervisor:	Starting:	
Reason for leaving:	Ending:	

AUTHORIZATION AND RELEASE

I authorize Minn-Dak Farmers Cooperative to contact any prior employers or references listed and release them and you from any liability arising from disclosures of information concerning my past employment history.

Print Name _____ Signature _____ Date _____

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision and that the Employer will use the information provided to make the best employment decision. This application for employment shall be considered active for a period of time not to exceed one year. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause.

In the event of employment, I accept and will follow all policies, procedures and rules of the Employer. I understand that false or misleading information given in my application or interview may result in discharge

_____

Signature of Applicant Date

Please help us understand you better by answering these questions.

It's important that you answer the questions honestly, so that we can accurately assess your fit with the job you may be considered for and the organization. Please be aware that your answers may be verified during your interview or during reference checks.

Why are you seeking employment with Minn-Dak Farmers Cooperative?

Have you been terminated from a job in the last five years? □ Yes □ No

Have you ever received a disciplinary action for attendance or other issue?

Attendance □ Yes □ No

Other Issue □ Yes □ No

If yes, please explain

What is the ultimate position you would like to obtain at MDFC?

Do you consider yourself a hard-worker and a team player? □ Yes □ No Why?

What makes you the best candidate for a job at Minn-Dak Farmers Cooperative and how would the company benefit from hiring you?