



Now Hiring

Electrical and Instrumentation (E&I) Project Specialist

Summary

This position takes an active role in all plant improvements and maintenance improvements projects by designing, planning, supervising installation and contractors, and working with third-party engineering companies for the electrical and instrumentation aspects of those projects.

Essential Job Duties

- Prepare project documentation for E&I part of plant improvement as well as maintenance projects. The documentation includes but is not limited to construction drawings, work scopes, bid packages
- Work with third-party engineering companies on preparing above-mentioned documentation
- Make sure that the above-mentioned documentation complies with local and state laws as well as Minn-Dak's standards.
- Select, work with, direct, coordinate, and manage electrical contractors working on the E&I projects
- Design electrical and instrumentation systems for the facility
- Document and assist in the installation and testing of equipment, devices, and systems that replace existing or are part of new installations
- Prepare and maintain maintenance and operation procedures and documentation for the above-mentioned installations
- Assist and train as needed Electricians, Instrument Technicians, Control Technicians, and others
- Maintain factory E&I drawing library. This includes but is not limited to electrical, control, and PLC drawings
- Execute revisions to above mentioned drawings using AutoCAD software
- Use maintenance software to generate and complete service calls, procure materials and services, and extract data for troubleshooting, record keeping and reporting
- Complete administrative tasks, duties, and reports as required in a timely manner
- Recognize opportunities for applying new technologies or methods to how the process is measured and controlled. Come up with suggestions and recommendations for improvement
- Adhere to all company policies and all safety, food safety, feed safety, and sanitation rules and programs
- Report mechanical, electrical, instrumentation, environmental, food safety, feed safety, food quality and operational problems, and unsafe conditions to supervisor
- Perform other work as directed by supervisor and as required by the business

Qualifications

- Minimum two-year degree in Instrumentation or Electrical fields with appropriate work experience. Four-year degree in Electrical Engineering or similar preferred
- North Dakota Journeyman Electrician license required (or plan to obtain such), Master License preferred
- Good understanding of process operations, plant maintenance, and construction
- Process related experience and basic sugar processing knowledge desired
- Leadership, organizational, decision making and change management skills are required
- Should be motivated, willing, enthusiastic, and promotable
- Embrace teamwork
- Good attendance, safety, disciplinary, and overall employment records
- Organized with excellent time management skills
- Ability to work under tight deadlines
- Ability to communicate effectively and work cohesively with employees at all levels
- Working knowledge in the following areas:
 - ▶ Electrical and Electronic Theory
 - ▶ Power Supplies
 - ▶ Electrical Measuring Instruments
 - ▶ Electrical Motors and Generators Operation and Maintenance
 - ▶ Electrical Control Circuits
 - ▶ Electrical Switchgear and Motor Control Centers
 - ▶ National Electrical Code



- ▶ Pneumatics
- ▶ Process Control
- ▶ Process Instrumentation
- ▶ Safety Calibration and Testing
- ▶ Reading Schematics and Symbols
- ▶ AC and DC Circuitry
- ▶ Transformers
- ▶ Electrical Protective Devices
- ▶ Variable Frequency Drives
- ▶ Hazardous Classified Areas
- ▶ Programmable Logic Controllers (PLC)
- ▶ AutoCAD Drafting
- ▶ HVAC Systems Basics
- ▶ Basics of Mechanics
- ▶ Math

Physical Demands and Expectations

- Able to stand or walk on concrete floors for an entire eight-hour shift if necessary
- Able to bend and lift up to 50 pounds
- Able to climb stairs
- Able to work in temperature extremes (cold and hot)
- Able to work in noisy and dusty conditions

Minn-Dak Farmers Cooperative

Attn: Denise • 7525 Red River Road • Wahpeton, ND 58075

Email: jobs@mdf.coop or dhennessy@mdf.coop

Phone: 701.671.1338

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.

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?