

Caliber Management, LLC
Structured Compensation – Job Description

Prepared on: 4/5/16

I&E Technician

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Department: Operations	Job Number:
Reports To: Maintenance Foreman	Classification: Non-Exempt
Supervises: Direct: 0 Indirect: 0	Effective Date: 4/5/16
Approved By: Director of Operations & Engineering/APorter	Revised Date: 9/4/18

Role:

Maintains company I&E equipment in optimal condition with little direct supervision. Trains and coaches lesser experienced personnel. Fully utilizes the company work order system. Works in an effective, coordinated manner with new construction efforts. Troubleshoot and repair metering communication problems. Will train and mentor other technicians. May be asked to fill in for his or her supervisor.

Major Duties/Responsibilities & Expectations:

- Learn and adhere to Caliber Midstream safety rules, policies and procedures
- Take the lead role in completion of day to day operations, routine and scheduled maintenance tasks and appropriate reports
- Complete tasks in a safe, timely and efficient manner in all kinds of weather conditions
- Repair and maintenance of a variety of instrumentation and control equipment
- Troubleshoot and repair motor control centers, electrical distribution systems, motors, and other electrical equipment up to 480VAC.
- Effectively supervise and work with contract personnel
- Maintain predictive and preventive maintenance schedules to ensure equipment reliability
- Assist with inventory and warehouse control
- Accountability for safe operation of company supplied vehicle and associated equipment
- Complete individual tasks with minimal supervision
- Maintain up-to-date maintenance files
- Keep supervision informed on budgetary issues and supply input for yearly operating and capital budgets
- Troubleshoot and repair metering communication problems.

Knowledge Skills and Abilities:

Experience	5 year minimum of industry experience with at least 3 years of Midstream experience (prior supervisory experience preferred but not required)
Education	A high school education or GED

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Knowledge Skills and Abilities: (Continued)

Interpersonal Skills	Work normally involves contacts with persons beyond immediate associates generally regarding routine matters for purposes of giving or obtaining information which may require some discussion. Outside contacts take the form of service of the public (customers or vendors) requiring ordinary courtesy in providing assistance and information.
Action Oriented	Enjoys working hard; is action oriented and full of energy for the things that he/she sees as challenging; not fearful of acting with a minimum of planning; seizes more opportunities than others.
Approachability	Is easy to approach and talk to; spends the extra effort to put others at ease; can be warm, pleasant, and gracious; is sensitive to and patient with the interpersonal anxieties of others; builds rapport well; is a good listener; is an early knower, getting informal and incomplete information in time to do something about it.
Decision Quality	Makes good decisions (without considering how much time it takes) based upon a mixture of analysis, wisdom, experience, and judgement; most of his/her solutions and suggestions turn out to be correct and accurate when judged over time; sought out by others for advice and solutions.
Drive for Results	Can be counted on to exceed goals successfully; is constantly and consistently one of the top performers; very bottom-line oriented; steadfastly pushes self and others for results.
Informing	Provides the information people need to know to do their jobs and to feel good about being a member of the team, unit, and/or organization; provides individuals information so that they can make accurate decisions; is timely with information.
Technical Learning	Picks up on technical things quickly; can learn new skills and knowledge; is good at learning new industry, company, product, or technical knowledge; does well in technical courses and seminars.
Problem Solving	Uses rigorous logic and methods to solve difficult problems with effective solutions; probes all fruitful sources for answers; can see hidden problems; is excellent at honest analysis; looks beyond the obvious and doesn't stop at the first answers.

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Knowledge Skills and Abilities: (Continued)

Other Skills	Professional business communication skills. Basic MS Office skills, including Outlook, Word, PowerPoint and Excel. Operate basic office equipment (copier, fax, printer, scanner, etc) Attendance and punctuality are requirements of this position.
Physical Requirements	The ability to lift up to 50lbs frequently as well as operate valves .025" to 24" in diameter.
Work Environment	Establish residence in work area and be on call as well as ability to work rotating 12 hour shifts, day and night, as well as weekends and holidays.
EHS	Adhere to safety policies and procedures directed by Caliber Midstream. Perform work in a safe manner. Wear and ensure others are in compliance with required safety equipment, such as steel toed boots, safety glasses, gloves, hard hat, and other personal protective equipment (PPE) as required.

This Job Description is not a complete statement of all duties and responsibilities comprising this position.

Printed Employee Name

Date

Employee Signature
