



# JOB DESCRIPTION

<b>Title:</b>	Electrical and Instrumentation Maintenance Technician Specialist	<b>Category:</b>	Hourly Specialist, Bargaining Unit
<b>Dept:</b>	Maintenance	<b>Effective Date:</b>	08/30/2021
<b>Reports to:</b>	Maintenance Manager		

## About AMM:

**Alsip MiniMill, LLC offers a Union Environment (USW); excellent pay and comprehensive Medical, Dental, Rx, Vision, Life/AD&D, STD/LTD Insurance; 401-K Profit Sharing, Tuition Reimbursement, Paid Time Off and Holidays, and Safety Equipment Reimbursement!**  
**We manufacture 100% recycled lightweight, high-test corrugated medium to supply our growing parent company. The mill is located within an hour of downtown Chicago (Relocation assistance for candidates with paper mill experience only).**

**This is NOT a remote location.**

**Salary \$40./hour**

## REQUIRED QUALIFICATIONS:

**Experience with high-voltage (up to 13.8kv); MCC (VFD) PLC & DCS (Siemens & Allen Bradley) 5 years' Journeyman electrician experience in heavy industrial environment. Must be able to work Rotating Shifts (DuPont 12 schedule) on periodic basis.**

## **Position Summary:**

The E&I Maintenance Technician is responsible, during his or her shift, to maintain safety and operational readiness of mill facilities through planned, preventive and emergent maintenance, with a primary emphasis on electrical systems, working in a multi-craft, team-based approach with Day Maintenance and Operations management and technicians.

## **Duties and Responsibilities**

- Work safely at all times, and perform necessary housekeeping. Keep personal safety and that of others always as the first goal
- Contribute multi-craft skills as required to assist in or complete assigned work orders
- As active member of our Goal-Directed Team, take initiative to contribute to the mill goals of Safety/Housekeeping, Quality, Cost, Production
- Support of maintenance-related operations during maintenance scheduled shutdowns or urgent mill repairs as assigned
- Work from prints, diagrams, schematics, specifications, instructions, operations manuals, and manufacturer's manuals and specifications, to perform scheduled and emergency repairs
- Install, maintain, inspect, troubleshoot and repair:

- Mill-wide electrical power systems involving AC voltages including 480, 2400, and 13,800
- Mill hydraulic and pneumatic systems
- Working on Process Instrumentation Controls for example: valves, level temperature, flow, PH, conductivity and consistency transmitters
- Running conduit from 1/2" to 3", pulling wire, run cable tray, installing electrical panel and junction box, running instrument tubing 1/4" to 1"
- Variable Frequency Drives for low- and medium-voltage equipment. Configure and troubleshoot using local interface and communication software
- Programmable Logic Controllers, including communication software; perform programming tasks as assigned
- Safely use tools appropriate to a given task (voltage-rated and standard hand tools; power tools; electrical testing and monitoring equipment; fabrication equipment); assure quality of work through use of precision calibration equipment and procedures
- Safely use material-handling equipment as required (chain falls; chokers; forklifts; mobile and house crane)
- Estimate required tools and materials for assigned tasks; communicate requirements to ensure parts, supplies, etc. are on hand for task
- Take direction from work order system and complete work, including all required paperwork/data entry
- Conduct thorough shift change, including updates on work order status to affected personnel
- Support operations technicians in handling sheet breaks or other interruptions to production to minimize downtime
- Provide training to other technicians in areas of expertise
- Assigned housekeeping responsibilities
- Actively participate in mill safety programs; comply with all mill safety regulations
- Undertake multi-craft tasks as assigned
- Work overtime as requested to support scheduled shutdowns or urgent mill repairs
- Identify opportunities for continuous improvement in the areas of Safety/Housekeeping, Quality, Cost, and Production
- Perform other duties related to this function to ensure the reliability of plant rotating equipment

This is a non-exhaustive list. Other duties and responsibilities as assigned.

### **Minimum Qualifications**

- High School Diploma or GED plus minimum 5 years' journeyman electrician experience with demonstrated competence in heavy industrial continuous-process environment (i.e., oil refinery, chemical plant, power plant, etc.).
- Experience with high-voltage (up to 13.8kv); MCC (VFD) and PLC and DCS (Siemens and Allen Bradley)
- Experience in understanding/complying with OSHA regulations, safety codes, and safety practices including: arc flash; LO/TO; fall protection; hot work; pre-job hazard analysis; etc.
- Competent in light mechanical work required to support multi-craft maintenance needs.

**Preferred Qualifications**

- Paper mill experience

**Success Factors**

Safety/Housekeeping mindset and habits; keeping safety first for self and others, always. Reliable, prompt attendance. A team player, with personal commitment to cooperate, communicate, and act as key member of the maintenance team to achieve mill goals. Responsive to overtime to requests to meet urgent needs of the mill. Organized. Goal-oriented troubleshooter, with a drive to achieve results.

**Performance Standards**

Adherence to AMM safety policies and procedures. Dependable and timely attendance. Compliance with AMM policies, procedures, and standard operating procedures. Generation of valid data, timely analysis and appropriate reports/recommendations. Maintain all required documentation and databases. As a member of the reliability team, reduction of unscheduled down time.

**Working Conditions**

Day shift to start: Monday-Friday, 7am – 3pm.  
 May be assigned to DuPont 12 rotating shift for up to six months at a time. DuPont 12 schedule works 14 shifts out of 28 calendar days. Seven on day shifts, seven on nights. Shifts are allocated as follows beginning on a Friday night: 4 nights on / 3 days off / 3 days on / 1 day off / 3 nights on / 3 days off / 4 days on / 7 days off (the “long off”).

**Physical Demands**

Walking; climbing flights of stairs/ladders; sitting; occasional reaching overhead; kneeling; capable of safely lifting and carrying 45+ pounds; in emergency situation, able to control water hoses of approximately 100 pounds of water pressure; using standard office equipment (phone; computer screen, keyboard, and mouse, iPad); using two-way radio; ability to hear/see and respond to equipment and public address alerts, alarms, and emergency announcements; using hand tools and precision equipment; high tolerance for industrial environment (hot/cold temperatures; noise; dust).

<b>Reviewed with Employee: [name]</b>			
Manager	Date	Employee	Date



# JOB DESCRIPTION

<b>Title:</b>	Entry-Level Operations Technician	<b>Category:</b>	Hourly
<b>Dept:</b>	Operations	<b>Effective Date:</b>	8/30/2021
<b>Reports to:</b>	Production Shift Team leader		

## About AMM:

Alsip MiniMill, LLC manufactures 100% recycled lightweight, high-test corrugated medium to supply our growing parent company.

We are an EEO/AA employer, offer a Union Environment (USW); excellent pay, comprehensive Medical, Dental, Vision, Life/ADD, STD/LTD Insurance; 401K Profit Sharing, Tuition Reimbursement, Paid Time Off and Holidays, and Safety Equipment Reimbursement!

Do you like to work with your hands as well as your head? Do you want not just a job, but a career? If your answer is "Yes!" then Alsip MiniMill, is your opportunity to begin in our warehouse and train to become a highly skilled papermaker. AMM is a 100% NON-SMOKING facility.

Starting Wage: \$22.14/hour

## Minimum Qualifications:

HS Diploma/GED

Ability to work 12-hour rotating shift(DuPont 12)

Heavy Industrial Experience a must

## Position Summary:

Work as a member of a goal-directed Shift team to achieve AMM goals and highest standards of Safety/Housekeeping, Quality, Cost and Production during his/her shift, with particular responsibility for general team support. Position expected to begin training on operations skills, with ultimate goal of attaining Tech A status, as detailed below.

## Duties and Responsibilities

- Work safely at all times. Wear personal protective equipment appropriate to mill environment (safety glasses; ear protection; leather, ankle high, steel/composite toe shoes; gloves, hard hat, face shield, sleeves, high-vis vest, etc., as necessary). Comply with all safety policies and procedures and maintain high standards for personal, team, and Mill Safety
- Maintain clean and organized work areas and equipment. Perform housekeeping (wiping down surfaces; sweeping; hosing down; removing trash, debris, and clutter) to keep area and mill clean and safe
- Demonstrate safe operation of fork / clamp trucks and house crane
- Identify, report, and correct safety hazards, unsafe practices, with the support of leadership / Safety Committee as necessary
- Ensure product Quality, Cost, and Production goals are met. Participate in training as assigned
- Conduct thorough shift relief, including updating all required reports and communication to incoming relief
- Participate in daily Focus Five meetings and periodic Home Station Group meetings to ensure Safety/Housekeeping, Quality, Cost, and Production goals are met. May participate in Safety Committee or other AMM meetings as requested
- Respond to emergent needs on machine floor or other areas of the mill, to assist with sheet breaks, stock spills, and other issues, including troubleshooting and cleanup, to minimize safety hazards, loss of quality, production, and downtime

- Support shutdowns and other regular mill maintenance
- Exercise common courtesy and common sense at all times to build Shift and AMM team through mutual respect, conflict resolution, mutual assistance and encouragement
- Identifies opportunities for continuous improvement with respect to Safety/Housekeeping, Quality, Cost, Production, and Team
- Promote to Operations Skills, beginning with:
  - TST – Qualify initial skills to set up coverage for team vacancies and skills training; conduct housekeeping rounds
  - MEI – Sort OCC fiber according to quality; complete safety requirements prior to operating powered industrial truck (PIT) and unloading trailers; operate PIT to feed fiber bales into stock prep; document quality issues; complete required paperwork; remove debris from docks and warehouse area
  - MEO – Stage finished rolls according to size and customer; complete safety requirements prior to operating PIT and loading trailers and railcars; operate powered industrial truck to load trailers and railcars; complete required paperwork; remove debris from docks and warehouse area
- Pursue additional skills to achieve Tech B and Tech A status:
  - Winder Tech – re-winds paper from parent reel onto roll cores, cut to customer specifications; labels and prepares for shipping; conducts quality check; completes required paper work
  - Stock Prep Assistant Tech – operates pulper; assists Stock Prep Operator in the field with all aspects of preparing paper slurry for paper machine
  - Plus an additional senior-level skill to achieve the A Tech rate: Stock Prep Operator; Dry End Tech; Wet End Tech. These technicians are responsible for safely operating complex equipment and processes to achieve quality targets while minimizing costs.

### **Minimum Qualifications**

- High School Diploma/GED plus one year successful work experience.
- Driver’s license.
- Ability and willingness to work 12-hour rotating shift (DuPont 12).
- Ability and willingness to work overtime on as-needed and as-scheduled basis to support mill needs.
- Must be capable of learning operations skills to the standard of safely operating complex equipment and processes with a trouble-shooting capacity. (Not a button-pusher.)

### **Preferred Qualifications**

- Associates in technical area
- Prior successful experience in manufacturing environment
- Fork truck certification
- Recycled paper mill experience; brown paper experience

### **Success Factors**

Integrity. Works safely; keeps work area clean and orderly. Complies with company policies and SOPs. Good judgment. Goal-directed and results-driven. Wants to learn and grow. Curious about how and why things work; natural troubleshooter when they don’t. Willing to get hands dirty. Excellent team player; pitches in to help; listens to others; excellent communication skills; handles conflict well. Ability to plan and think ahead. Attention to detail. Ability to remain calm under pressure.

**Performance Standards**

- Works safely
- Reliable and timely attendance
- Compliance with policies and standard operating procedures
- Effective contributor to mill and team performance (conducts rounds; keeps area clean and orderly; makes best use of time, etc.)

**Working Conditions**

**This position works on the DuPont 12 rotating shift: on a 28-day cycle**, the incumbent will work 14 shifts, 7 day shifts and 7 nights shifts. The shifts are allocated as follows: 4 nights, 3 days off; 3 days, 1 day off; 3 nights, 3 days off; 4 days, 7 days off. Two weekends of every four are off. The mill operates 24/7/365, and holidays are worked per the shift rotation. Additional time may be required to fill in open positions, pre shift planning, scheduled maintenance outages, and organizational and training meetings.

**Physical Demands**

On ongoing basis throughout 12-hour shift: operating powered industrial truck for majority of 12-hour shift, including frequent stepping up into/down from cab; walking; climbing stairs/ladders; catwalks; sitting; using standard office equipment (phone; computer screen, keyboard, and mouse); using two-way radio; ability to hear/see and respond to alerts and alarms; 20/20 corrected vision. High tolerance for industrial environment (hot/cold temperatures; water and paper stock; noise; dust); able to perform well on rotating shift. Ability to lift and carry minimum 45 pounds on routine basis. Use hand tools, perform rigging, and handle shop brooms and materiel, including overhead work as required. Handle/control fire and water hoses with up to 100 pounds of pressure. Able to sustain periods of intense activity/effort.



# JOB DESCRIPTION

<b>Title:</b>	Journeyman Millwright	<b>Category:</b>	Salaried (Exempt)
<b>Dept:</b>	Maintenance	<b>Effective Date:</b>	08/30/2021
<b>Reports to:</b>	Maintenance Manager		

## Position Summary:

ABSOLUTELY NO RECRUITERS! NOT A REMOTE LOCATION

Alsip MiniMill, LLC manufactures 100% recycled lightweight, high-test corrugated medium to supply our growing parent company. We are an EEO/AA employer, offer a Union Environment (USW); excellent pay, comprehensive Medical, Dental, Vision, Life/ADD, STD/LTD Insurance; 401K Profit Sharing, Tuition Reimbursement, Paid Time Off and Holidays, and Safety Equipment Reimbursement!

Salary Range: \$29.-\$37.

## Minimum Qualifications:

Journeymen millwrights/welders with at least 5 years' experience in heavy industrial environment, journeyman-level experience as a millwright, pipe fitter, metal worker, or mechanic trades, with demonstrated competence in heavy industrial continuous-process environment.

## **Ability to work 12-hour rotating shift(DuPont 12)**

## Duties and Responsibilities

Journeymen millwrights/welders with at least **5 years' experience** in heavy industrial environment. Must be able to work Rotating Shifts (DuPont 12 schedule) on periodic basis.

Minimum education high school diploma/GED and 5+ years' journeyman-level experience as a millwright, pipe fitter, metal worker, or mechanic trades, with demonstrated competence in heavy industrial continuous-process environment (paper mill preferred).

This is a non-exhaustive list. Other duties and responsibilities as assigned.

## Minimum Qualifications

- Thorough understanding of and compliance with codes and OSHA regulations, including arc flash, LO/TO, fall protection, hot work, job hazard analysis, etc.
- **Experience in the following areas:** Industrial Rigging; Applied Mathematics; Measurements – Layout skills; Welding Principles & Practices; Cutting Principles & Practices; Use of Portable Tools & Hand Tools; Selecting and Using Lubricants; Installation of Bearings & Seals; Understanding the Operation of Pumps; Pump & Motor Alignment – dial, feeler gauge, laser; Pump & Motor Component Assembly; Maintain & Rebuild - Mechanic Drives, Gear Boxes, Clutches, Jackshafts; Basic Hydraulics & Pneumatics; Blue Print Reading; Equipment Installation – sole plates, concrete, leveling, alignment, conveyors, tracking, drives, rolls, splicing; Industrial Pipefitting.

## MAJOR AREAS OF RESPONSIBILITIES:

The Multi-craft Maintenance Technician is responsible to maintain safety and operational readiness of mill facilities through planned, preventive and emergent maintenance, with a primary emphasis on mechanical systems, working in a multi-craft, team-based approach with Day Maintenance and Operations management and technicians.

- Put safety first in all tasks and situations; comply with all Mill policies and procedures
- Work from prints, diagrams, schematics, specifications, instructions, operations manuals, and manufacturer's manuals and specifications, to perform scheduled and emergency repairs
- Safely use material-handling equipment (chain falls; chokers; forklifts; mobile / house crane)
- Estimate required tools and materials for assigned tasks; communicate requirements to ensure parts, supplies, etc. are on hand for task

- Take direction from work order system and complete work, including all required paperwork/data entry
- Conduct thorough shift change, including updates on work order status to affected personnel
- Support operations technicians in handling sheet breaks or other interruptions to production to minimize downtime
- Provide training to other technicians in areas of expertise
- Assigned housekeeping responsibilities
- Other duties as assigned

Maintenance technicians will be assigned to day shift to start. May be assigned to rotating shift teams on periodic basis (shift schedule is DuPont 12).

**Preferred Qualifications**

- Tig, Mig, Stick welding experience; competent in light electrical work required to support mill needs.
- Competent in light electrical work (480 volt or less) required to support mill needs
- Willing and able to work 12-hour rotating shift schedule as requested

**Success Factors**

Integrity. Works safely; keeps work area clean and orderly. Complies with company policies and SOPs. Good judgment. Goal-directed and results-driven. Wants to learn and grow. Curious about how and why things work; natural troubleshooter when they don't. Willing to get hands dirty. Excellent team player; pitches in to help; listens to others; excellent communication skills; handles conflict well. Ability to plan and think ahead. Attention to detail. Ability to remain calm under pressure.

**Performance Standards**

- Works safely
- Reliable and timely attendance
- Compliance with policies and standard operating procedures
- Effective contributor to mill and team performance (conducts rounds; keeps area clean and orderly; makes best use of time, etc.)

**Working Conditions**

Day shift to start: Monday-Friday, 7am – 3pm.

**May be assigned to DuPont 12 rotating shift for up to six months at a time.** DuPont 12 schedule works 14 shifts out of 28 calendar days. Seven on day shifts, seven on nights. Shifts are allocated as follows beginning on a Friday night: 4 nights on / 3 days off / 3 days on / 1 day off / 3 nights on / 3 days off / 4 days on / 7 days off (the “long off”).

**Physical Demands**

- Must be able to perform essential functions of the job: Standing for extended periods; awkward and/or repetitive movements; moving or lifting of equipment, materials, and tools up to 50 lbs. repeatedly for a 12-hour shift balancing, stooping, kneeling, crouching, or movement within confined areas; work in buildings and areas of fluctuating temperature and weather; must be able to enter a confined space and work at heights; must have normal (corrected) vision; ability to use: hand tools, computer monitor / keyboard / mouse / iPad / Human-Machine Interface screens; normal hearing and speaking to use phone, radio, paging systems and alarms.

<b>Reviewed with Employee: [name]</b>			
Manager	Date	Employee	Date