Phoenix Park Gas Processors Limited

POSITION DESCRIPTION

Position Identification

Position Title:	**I&E Technician II**
Department:	Operations – Maintenance (I&E)
Status:	Permanent
Position reports to:	I&E Superintendent
Work coordinated by:	I&E Superintendent and I&E Team Lead
Position co-ordinates the work of:	None
Date JD Completed:	2026 October

Job Summary:

Reporting to the I&E Superintendent, the I&E Technician II is accountable for performing the installation, preventive, predictive and corrective maintenance, calibration, troubleshooting and repair of the Plant's electrical, instrumentation, electronic, measurement and control systems and equipment, in accordance with applicable codes and standards, established maintenance procedures and Company requirements. The position also supports minor I&E projects, equipment installation and commissioning, and plant shutdown, start-up and restoration activities, to support the safe, reliable and cost-effective operation of the Plant. The incumbent will also provide support to PPGPL subsidiaries, affiliated companies and Business Development initiatives as required.

Dimensions:

The availability and reliability of the Plant's electrical, electronic, instrumentation, measurement, computer-based and control systems and equipment are key to supporting continuity of operations at PPGPL. The I&E Technician II contributes to the performance and reliability of these systems and equipment through the timely execution of preventive, predictive and corrective maintenance activities, including fault diagnosis, inspection, calibration, servicing, overhaul and repair, as well as support for approved control-system configuration and programme changes. The position supports reliable Plant operations by minimising equipment-related downtime and helping to meet planned operational and product-delivery requirements. The position operates within established maintenance procedures and schedules, applicable codes and standards, and Company safety and environmental requirements. The position has no direct supervisory responsibility or financial accountability limit.

Nature & Scope:

The I&E Technician II performs skilled technical work to support the safe, reliable and cost-effective operation of the Plant's electrical, electronic, instrumentation, measurement and control systems. The position undertakes maintenance and troubleshooting activities and provides support for approved control-system configuration, programme changes and related system administration activities, in accordance with applicable codes and standards, established maintenance procedures and Company requirements.
The position supports the planning and execution of routine maintenance, minor I&E projects, equipment installation and commissioning, and plant shutdown, start-up and restoration activities. This includes preparing job procedures and risk assessments, supporting maintenance planning and scheduling, working with contract personnel and maintaining appropriate technical and maintenance records. The position interfaces internally with Processing, Engineering, Operations Planning and other relevant functions, and externally with contractors, customers and suppliers, as required.

The position operates within established procedures, schedules, technical standards and safety and environmental requirements, taking into consideration equipment condition, cost and the availability of materials and spare parts. The position works under the general direction of the I&E Superintendent and the specific guidance of the I&E Technician III/IV and/or I&E Team Lead, with access to higher-level technical support as required. Technical matters outside the position's established level of authority are referred through the appropriate reporting structure.

Health, Safety and Environmental Responsibility:

Every employee has a personal responsibility to exercise reasonable care for their own safety and health and that of others who may be affected by their acts or omissions. Employees are required to comply with the Company's health, safety and environmental policies, procedures and safe work practices, and to actively support the maintenance of a positive safety culture. Further guidance is contained in PPGPL's Safety Manual.

Duties & Responsibilities:

1. Maintenance, Troubleshooting & Equipment Reliability

I. Performs preventive, predictive and corrective maintenance on the Plant's electrical, instrumentation and control-system equipment, including diagnosing faults and repairing or replacing defective equipment and components.
II. Installs, calibrates, tests, commissions and maintains electrical and instrumentation equipment, including pressure, temperature, flow, level and analytical instruments.
III. Specifies materials required for assigned jobs.
IV. Services and maintains control valves, actuators, positioners, solenoids and associated systems, and performs loop checks and functional testing.

2. Control, Safety & Measurement Systems

I. Assists with the maintenance and troubleshooting of Distributed Control Systems (DCS), Programmable Logic Controllers (PLC), Safety Instrumented Systems (SIS), fire and gas systems, measurement systems and associated control-system equipment.
II. Supports approved control system configuration and programme changes in accordance with established procedures and technical requirements.

3. Technical Documentation & Work Management

I. Interprets P&IDs, loop drawings, electrical schematics, logic diagrams and technical manuals to support maintenance, troubleshooting, testing, installation and commissioning activities.

II. Prepares job procedures, risk assessments, maintenance reports, calibration records and other required technical documentation.

III. Reviews, updates and closes assigned work orders using the Computerised Maintenance Management System (CMMS) and works with Planning to support the scheduling and execution of preventive and corrective maintenance activities.

4. Projects, Contractors & Operational Support

I. Assists with the specification, procurement, installation and commissioning of materials and equipment for minor I&E projects

II. Works with contractors in carrying out assigned I&E maintenance and project activities in accordance with established requirements.

III. Supports plant shutdowns, start-ups and commissioning activities and assist with the safe restoration of equipment and systems following equipment failures or process upset conditions.

5. Safety, Tools & Call-Out Responsibilities

I. Performs assigned work in accordance with applicable Company safety requirements, procedures and safe work practices.

II. Ensures tools and equipment used in carrying out assigned work are properly maintained and kept in a safe and serviceable condition.

III. Participates in rostered call-out duties as required to support Plant operations.

6. Collaboration & Organizational Support

I. Participates in committees, cross-functional teams and special initiatives, as required, in accordance with assigned responsibilities, workplans and/or team charters.

Job Specifications:

Minimum Acceptable Academic Qualifications

A National Engineering Technician Diploma in Electrical/Electronics Engineering; or related disciplines; or equivalent Technicians Diploma from a recognized tertiary institution.

AND

Minimum Number of Years of Relevant Experience

Three (3) years of experience in electrical, electronics and/or instrumentation maintenance within the oil and gas industry.

Specific Skills and Knowledge:

- Working knowledge of electrical, instrumentation and control systems used in oil and gas processing facilities.
- Knowledge of the installation, calibration, troubleshooting, maintenance and repair of electrical and instrumentation equipment and systems. Knowledge of electrical equipment, including motors, motor control centres, switchgear, transformers, UPS systems and battery chargers.
- Working knowledge of DCS, PLC, SIS, fire and gas, measurement and associated control systems.

- Ability to interpret P&IDs, loop diagrams, electrical schematics, wiring and logic diagrams and relevant technical manuals.
- Knowledge of preventive, predictive and corrective maintenance practices and applicable safe work, isolation and risk assessment requirements.
- Ability to safely use electrical and instrumentation testing and calibration equipment.
- Proficiency in the use of CMMS and Microsoft Office applications and in maintaining relevant technical and maintenance records.

Disclaimer

"The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified"