

## Job Description – P&ID Operator I

### 1.0 Purpose:

Job Descriptions are part of Company Quality Policies and Procedures.

This standard defines the tasks and responsibilities of the P&ID Operator I. The standard is valid for all P&ID Operator I's.

### 2.0 General:

The P&ID Operator I is assigned project assignments by the department manager. Coordination of specific project activities and guidance during the development of project drawings will be performed by the Plant Engineer affiliated with the specific Business Unit for which the drawings are being generated.

### 3.0 Tasks and Responsibilities:

The P&ID Operator I shall be responsible for, but not limited to, the following:

- At the initiation of project assignments, review with the department manager and Plant Engineer the established budget and schedule for the work and provide input to the ability to meet the budget and established schedule.
- During project execution, notify the department manager of any deviations expected to budget and schedule attainment and justification for the non-attainment.
- Generating intelligent P&ID's in accordance with established company work instructions, guides and standards.
- Ensures that the requirements defined in the work instructions are followed and notifies the department manager when deviations from company standards are detected.
- Assist in the development and maintenance of company graphical standards and symbols as directed by the department manager.
- Development and maintenance of project related graphical standards as directed by the Plant Engineer and approved by the department manager.
- Maintenance of data contained within the related databases of project drawings. The P&ID Operator shall notify the department manager when conflicts or corrupt data is detected within the databases.
- Perform validation checks on the drawings generated.
- Check drawings, databases and lists generated by co-workers as assigned by the department manager.
- Extract, plot and deliver drawings for review and issuance to the Plant Engineer as defined in the Work Instructions.
- Generate, extract and manipulate line lists, equipment lists, instrument lists, valve lists and neutral files into company standard formats and provide these lists to the Plant Engineer as defined in the Work Instructions.

### 4.0 Education and Experience Required:

- Two year technical certification or equivalent experience.

5.0 Skills Required:

- Intermediate level Microsoft Excel spreadsheet software skills.
- Basic understanding of database technology.
- Effective computer skills; Microsoft Office software, Lotus Notes and other Company and discipline specific software applications.
- Effective communication skills both verbally and in writing with superiors, colleagues, and individuals inside and outside the Company.
- Effective analytical and problem-solving skills.

6.0 Travel Percentage:

- Minimal, 10%

7.0 Physical Requirements:

- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand; walk; use hands to finger, handle or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and or move up to 40 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

8.0 Department:

- Hydrogen

9.0 Reports To:

- Department Manager

10.0 FLSA Status:

- Non-exempt

11.0 Direct Reports:

- None

12.0 HAY Grade:

- Range: Based on experience and skill level: 07-08

13.0 Approval:

- Manager: \_\_\_\_\_ Date: \_\_\_\_\_

- Employee: \_\_\_\_\_ Date: \_\_\_\_\_

