



UNITRON CONTROLS® TECHNICAL ADMINISTRATOR

Department: Unitron Controls®	Reports To: Unitron Controls® Manager
	Revised: April 2021

JOB SUMMARY:

Responsible for industrial control panel design, project execution, and support with an emphasis on the water and wastewater industries. This is a full-time salaried position based out of our Lakeland control panel shop office.

ESSENTIAL FUNCTIONS:

General:

- Generate accurate project quotations
- Generate project submittal packages
 - Includes generating control panel electrical schematics, bill of materials, and layout drawings in AutoCAD.
 - May require gathering component data sheets, creating testing submittals, software submittals, etc. as required by the project specifications
- Production order processing in our ERP system (currently Microsoft Dynamics AX)
- Development of panel engineering packet for shop production using AutoCAD and Excel
- Communicate with BPI's sales team, purchasing, engineering (internal and external), customers, and end users to ensure successful project design and completion.
- Support panel builders during control panel production
- Device programming and factory function testing support
 - Including PLC/HMI, VFD, soft starters, process controllers, relay logic, etc.
 - Calibration of various analog and digital process measurement transmitters using mA process meters, HART calibrators, and various multi-meters.
- Field acceptance testing, commissioning, and end-user training
- Sales and customer technical support over telephone and on-site
- Work with sales and/or customers to design and implement control solutions for field installation/modifications.
- Field installation, wiring, and integration of control panels and various control devices and instrumentation.

Engineering:

- Interpretation of engineered electrical plans and specifications
- UL508 and UL698 compliance, where applicable
- National Electrical Code compliance
- Quotation and submittal professionalism and accuracy

Software:

- Microsoft Office Suite
- AutoCAD (Experience with the Electrical toolset is preferred)
- PLC/HMI Programming software (previous work experience with any or all is preferred)
 - Rockwell RSLogix 500/5000/Studio/IAB
 - Schneider Electric Unity Pro
 - Siemens Step 7 / WinCC
 - Unitronics VisiLogic
 - Maple Systems EZWare
 - VTScada or equal SCADA software



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Inventory:

- Research components to develop solutions and determine their suitability for a particular control scheme
- Create production order bill of materials in ERP
- Communicate with inventory clerk to have new parts added to ERP.

Production:

- Communicate with production administrator as necessary to prevent/resolve technical production issues
- Evaluate and develop solutions for various design and quality control issues

Sales:

- Join Barney's account managers on sales calls for technical sales support

TRAVEL & AVAILABILITY:

- Ability to travel within the state of Florida approx. 25% of the time, as business needs dictate
 - Overnight, weekend, out-of-state, or out-of-country travel may be required (rare)
- Occasional after-hours emergency callout duties (rare)
- A company iPhone is issued to each TA

EDUCATION: Bachelor's degree in Engineering, Engineering Technology, or equivalent experience

WORK EXPERIENCE: Three years minimum industry experience is preferred, including direct experience designing, building, or maintaining electric motor controls

LICENSES AND CERTIFICATIONS:

- Must maintain a valid driver's license

SKILLS AND ABILITIES:

- Must be highly motivated and a self-starter
- Proficient with electric multi-meters/signal calibrators
- Excellent electrical / relay logic troubleshooting skills
- Excellent verbal and written communication skills
- Excellent computer skills
- Ability to organize and prioritize workload
- Must be aware of and adhere to electrical, shop, and jobsite safety protocols
- Proficient with power and hand tools
- Must be able to sit, stand, and walk for prolonged periods, reach, lift up to 30lbs, carry, pull, push, bend, grasp, and climb stairs and ladders
- Must be able to work in non-climate-controlled environments (Unitron Controls® shop, jobsites, etc.)