

**Position:** Utility Helper  
**Reports to:** Operations Shift Supervisor

**Basic Function:**

- Union-represented (USW), entry level classification to all positions in the Operations Department.
- Potential candidates must be able to be trained and qualify for all the Operations classification positions.

**Basic Requirements:**

- High school graduate or GED. Completion of an Associate's degree or vocational training highly desirable.
- Work experience in a manufacturing environment, petroleum refinery, chemical plant, military fuels management or other related jobs highly desirable.
- Basic understanding of mathematics and science along with mechanical aptitude is mandatory. Complete familiarity with basic arithmetic, use of conversion factors, use of tables and charts, basic chemistry and physics is required in each classification to successfully complete the training and understand the chemistry of the processes they are controlling.
- Pass a pre-employment physical exam demonstrating good physical condition. Work is mostly out-of-doors, year-around, and around the clock. Frequent climbing of stairs/ladders on tanks and towers, operating valves and considerable walking. Must be able to lift 20 pound load.
- Pass a pre-employment drug test and participate in a random drug testing program.
- Obtain a Homeland Security Transportation Worker Identification Card (TWIC)
- Qualify for a respirator SCBA clearance.
- Experience working rotating shifts is desirable as all employees work rotating shifts, 24 hours/day and 7days/week.
- Must be able to work scheduled and unscheduled overtime.
- Good written and oral communications skills.
- Excellent team member characteristics.
- Capable to comprehend and follow complex procedures.
- Communicate to team members via face-to-face, process radio, or telephone in English.
- Capable to transverse uneven terrain, scaffolding and earthen area

## **Major Duties and Responsibilities:**

- Load asphalt and emulsion trucks at loading racks.
- Fire heaters.
- Blend asphalts to meet specifications per blend orders.
- Blend asphalt emulsions per blend orders.
- Set up asphalt transfer between process units and tank farm, between tanks in farm and from the storage tank to the loading rack.
- Coordinate with process operators, laboratory personnel, scalehouse personnel and truck drivers.
- Operate water treatment systems and utility systems (N<sub>2</sub>, cooling towers).
- Set up transfers between tanks, tanks to the process units and from the process units to rundown and blend tanks, and from the marine dock to the refinery.
- Monitor boiler operation for steam production.
- Operate valves, pumps and other equipment to move crude oil and refined products within the refinery (Valves up to 12-16" size)
- Monitor processes to insure production of on-specification petroleum products.
- Respond to all emergencies. This will require the ability to run to isolation valves and critical equipment in emergency conditions.
- Familiar with and capable of using all response and safety equipment used in emergency situations.
- Coordination with management/supervision to ensure short-term and long-term orders are meticulously carried out.
- Coordinate with maintenance to ensure equipment is kept in operating condition.
- Assist engineering in the design and implementation of modifications to process equipment.
- Maintain unit records – logs, log books, transfer sheets, etc.
- Complete and monitor safety permits.
- Blend motor gasoline per procedures and blend orders.
- Load/unload butane and oil railcars and prepare for shipment.