

POSITION DESCRIPTION

DATE OF DESCRIPTION: April 2021

TITLE OF POSITION: Electrician

DEPARTMENT: Manufacturing Services

REPORTS TO: Manufacturing Services Engineer

NUMBER OF EMPLOYEES SUPERVISED: DIRECTLY: 0

INDIRECTLY: 0

GRADE LEVEL: X

BASIC PURPOSE OF POSITION:

Maintains, services, repairs, rebuilds, and calibrates plant electrical equipment and systems.

Works under the general direction and supervision of the Maintenance Lead Person, Manufacturing Engineer, or Production Supervisor.

In addition to all tools and equipment available in the Maintenance Shop, must also use meters, scopes and CRT Test Equipment.

ESSENTIAL FUNCTIONS OF THE POSITION:

1. Obtains work assignments and maintenance schedules from the Maintenance Lead Person, Manufacturing Services Engineer, or Production Supervisor.
2. Regularly inspects and records condition, on forms provided, on all electrical equipment including motors, generators, control panels and systems, switches, lighting, circuits and circuit breakers; cleans, maintains, adjusts and lubricates equipment, taking all safety precautions.

The intent of the above listing of "typical" duties is to define the job adequately and concisely for job evaluation purposes. It is not intended, however, to be a complete listing of all similar or incidental duties which employees will be expected to perform as a part of their normal work assignments.

ESSENTIAL FUNCTIONS OF THE POSITION (continued):

3. Uses electrical test equipment, drawings, electrical blueprints, wiring and schematic diagrams to install new equipment and diagnose problems with inoperative equipment; modifies and improves existing equipment; determines whether or not temporary continuation of operation will have any harmful effect on equipment; advises Crew Chief and Production Supervisor when immediate shut down of equipment is necessary to minimize damage; determines methods to minimize interruption of production.
4. Performs temporary or permanent repairs; corrects defective circuits by determining cause of failure and replacing circuit components; repairs motors, cranes, generators and other equipment; performs mechanical repairs as required.
5. Stop, starts and adjusts industrial oven gas and air.
6. Monitors, inspects and calibrates computer relay systems, analyzes and make repairs on same.

NON-ESSENTIAL FUNCTIONS:

1. Works with repair crews on emergency breakdowns; may erect scaffolds and perform simple rigging as required; operates machine tools such as drill press, power saw and portable drill and grinder.
2. Is responsible for housekeeping in shop area and work sites.
3. Actively participates in quality improvement process.

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ESSENTIAL REQUIREMENTS FOR THE POSITION:

1. High School graduate or equivalent.
2. Must be familiar with solid state control system.
3. Must be knowledgeable of test equipment used for trouble-shooting systems.
4. Must have own tools.
5. Must be able to read electrical schematics and act on them.
6. Must have thorough knowledge of AC/DC equipment, motors, generators, control panels, switches, lighting circuit breakers, and relay systems, variable speed drives and programmable controllers.
7. Must be familiar with all applicable codes and proper installation methods.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:

1. Frequent bending, reaching and climbing.
2. Heavy physical effort (up to 50 pounds).
3. Frequent standing and walking.
4. Frequent lifting, carrying, pushing and pulling of various items.
5. Required to wear personal protective equipment.

APPROVAL:

DIRECT SUPERVISOR: _____

NEXT LEVEL SUPERVISOR: _____

HUMAN RESOURCES: _____

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