

Job Description

Electrician “A”

Department: Maintenance

Reports To: Maintenance Supervisor

SUMMARY

With minimum supervision, troubleshoots problems on production lines; maintains and repairs electrical components of existing machinery and equipment; upgrades machinery and equipment and installs new electrical equipment, ensuring adherence to electrical codes. (Must have a Certificate of Qualification as an Industrial Electrician.)

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned at the Supervisor's discretion.

- ensures that production lines are ready for start up
 - checks all control systems to ensure they are functioning properly
 - starts ovens and ensures proper temperatures of ovens and treatment tanks for production
- ensures that the production lines are shut down properly
- reviews problems or concerns identified by previous shift (written or verbal communications)
- receives weekly Preventive Maintenance schedule
- performs regular preventive maintenance routines
- makes adjustments to controls as required
- performs immediate repairs as required
- informs Supervisor of any situation that requires attention but not immediate repair
- checks all process instrumentation (process controls, pneumatic systems, hydraulic systems) for inconsistencies
- troubleshoots instrumentation when inconsistencies are found
- maintains and repairs the following, as required
 - DC and AC drives
 - welding equipment on E.G. Line
 - portable welding equipment
 - electric tools
 - rectifiers
 - electrical / electronic instrumentation
 - pneumatic / hydraulic instrumentation
 - environmental controls
 - electric heaters
 - gas burners
 - air conditioning
 - heat recovery system
 - sprinkler system
 - cranes and electric lift trucks
 - lighting systems
 - programmable logic controllers
- checks all electrical cabling and repairs or replaces as required
- calibrates instrumentation
- verifies calibration of test equipment
- reads and interprets drawings and specifications

ESSENTIAL DUTIES AND RESPONSIBILITIES (Cont'd)

- installs new equipment and controls
- upgrades existing equipment and controls

- assists Mechanics, as required
- completes all required documentation

RESPONSIBILITIES AND AUTHORITIES SPECIFICALLY RELATED TO QUALITY AND SAFETY

- must be aware of and work according to established safety standards
- ensures that there are no electrical hazards in the plant
- ensures that work area is kept neat, clean and free of hazards
- must report any accident, however minor, to a Supervisor
- **Wears the required PPE when exposed to the hazard of electrocution and arc flash.**

Note: During evening or night shift there is usually no Electrical Supervisor available for consultation. The Electrician is responsible for decisions related to electrical maintenance and repairs.

TOOLS AND EQUIPMENT USED

To perform this job the Electrician must be able to safely and properly use the following tools and equipment:

- electrical / electronic / pneumatic test and calibration equipment
- various hand tools
- lift trucks
- cranes using pendant controls (for maintenance purposes only)
- computer

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the minimum knowledge, skill, and/or abilities required.

EDUCATION and/or EXPERIENCE

High School graduation and Certificate of Qualification as an Industrial Electrician or equivalent and some related experience.

LANGUAGE / COMMUNICATION SKILLS

Ability to read and interpret documentation such as blueprints, other technical drawings, operating instructions and procedures manuals. Ability to write routine reports. Ability to effectively communicate verbally to other employees.

MATHEMATICAL SKILLS

Ability to perform accurate calculations using mathematical concepts covered in the Electrician Apprenticeship Program. Ability to perform electrical measurements.

QUALIFICATIONS (Cont'd)

COMPUTER SKILLS

Knowledge of basic computer operations such as accessing data and data input. Knowledge of PLC operations.

REASONING ABILITY / PROBLEM SOLVING

Ability to apply understanding based on education, training and experience to carry out instructions given in written, oral, numeric or diagram form. Ability to resolve problems involving a large number of variables in standardized situations. Must be able to work with minimal supervision.

CERTIFICATES, LICENSES, REGISTRATIONS

The Electrician “A” must have a Certificate of Qualification for Industrial Electrician or Construction and Maintenance Electrician. Must be certified to operate any material handling equipment, such as cranes and lift trucks, that he uses.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the Electrician “A”.

While performing the duties of this position, the employee is regularly required to stand, sit, lift, reach with hands and arms, use hands and fingers to manipulate small parts and components, climb, stoop, kneel, twist, crouch, walk, talk and hear. Must have good vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee is frequently exposed to the risk of electrical shock, moving mechanical parts, fumes or airborne particles and toxic or corrosive chemicals. The employee is occasionally exposed to high places, extreme heat and outdoor weather conditions. The noise level in the work environment is usually loud.

DEVELOPMENTAL EXPECTATIONS

As technology evolves, and as Metal Koting adapts or modifies operating practices, employees will be required to upgrade their skills and knowledge to keep pace with those changes. The employee in this position will be expected to take advantage of training opportunities related to, but not restricted to, the following areas:

- computer skills
- problem solving and decision making skills
- electrical / electronic technology
- Paint Line processes
- Electro-galvanizing processes