



## Electrical Technician/Panel Builder

<b>Department:</b>	<i>Manufacturing</i>
<b>Reports To:</b>	<i>Production Manager</i>
<b>Supervises:</b>	<i>N/A</i>
<b>FLSA Classification:</b>	<i>Nonexempt</i>
<b>Approved By:</b>	<i>VP of HR</i>
<b>Revision Date:</b>	<i>February 2024</i>

### JOB PURPOSE:

An Electrical Technician is responsible for assembling, wiring, and testing electrical equipment including, but not limited to, junction boxes, motor control panels, machine control systems, and machine wiring by performing the following duties.

### ESSENTIAL DUTIES and RESPONSIBILITIES:

#### Description of Tasks and Responsibilities:

The Electrical Technician, reporting directly to the Production Manager, is directly responsible for providing Electrical support by:

1. Conducts electrical assembly by mounting equipment on sub-panels, positioning parts in panels, inserting in boxes, soldering, and crimping wires, routing and completing machine wiring.
2. Completes assigned jobs in a safe and timely manner in accordance with work order instructions, assembly drawings and schematics, meeting industry, customer and production standards and expectations.
3. Performs point-to-point continuity tests of all wiring and tests performance of all products prior to shipment, when applicable.
4. Assembles machine wiring to include bending and securing conduit to mechanical structures.
5. Performs on-site electrical assembly tasks at customer locations as required.
6. Performs mechanical tasks to include drilling, sawing, and grinding.
7. Maintains a well-organized and clean work area following lean principles of 5S.
8. Notifies management of product discrepancies, standard product inventory shortages, equipment malfunction or misapplication.
9. Complies with company policies and procedures giving special attention to safety regulations.
10. Participates in additional activities contributing to the overall goals of the company as the opportunities arise.



**Description of other duties that may be assigned:** Perform general shop duties including, but not limited to:

Servicing building electrical system and completing shop orders. Assisting in other areas of the shop, as needed.

*An individual in this position must be able to successfully perform the essential duties and responsibilities listed above. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.*

## **MINIMUM 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 knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Computer Skills:**

To perform this job successfully, an individual should have knowledge of computers and keyboard proficiency.

### **Education/Experience:**

High school diploma or general education degree (GED) required; and 2-4 years of electrical assembly or related experience/training.

### **Equipment:**

- Electrical hand tools to include solder guns, wire strippers, wire crimpers, drills, saws, and conduit benders.
- Pipe cutting and threading machines.
- Spot-welders, stud gun
- Multi-meter

### **Knowledge, Skills, and Other Abilities:**

- Strong mechanical aptitude and technical comprehension
- Understanding of electrical symbols
- Knowledge of electrical components and their function in a circuit
- Technical communication (oral and written)
- Interpersonal relationship skills (ability to work in team environment)
- High organizational skills
- Ability to understand and use electrical schematic diagrams.
- Ability to multi-task and function in a dynamic environment
- Familiarity and proficiency in using manufacturing program to obtain work instructions, schedules, parts availability, etc.
- Championing company values and positive company culture
- Cooperating with and collaborating with others
- Welcoming new ideas
- Being respectful of colleagues
- Engaging and positive approach in the workplace
- Open and honest approach to communication
- Taking responsibility for your actions and decisions.

### **Language Ability:**



Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write emails and correspondence.

**Math Ability:**

Basic math skills required.

**Reasoning Ability:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**PREFERRED QUALIFICATIONS:**

Electrical Technician experience in the fluid power industry and/or manufacturing setting.

**PHYSICAL AND MENTAL DEMANDS:**

While performing the duties of this job, the employee is regularly exposed to risk of electrical shock. The employee is frequently exposed to loud noise when assisting production during tests or when in the shop environment during machine tests. The employee is occasionally subjected to wet or humid conditions (non-weather) and/or outdoor weather conditions; works near moving mechanical parts; and can be exposed to common industrial fumes or chemicals, paint fumes and/or airborne particles.

The noise level in the work environment is usually moderate.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, use hands; reach with hands and arms and talk or hear. The employee is frequently required to stand, walk; sit and stoop, kneel, crouch or crawl. The employee is occasionally required to climb or balance. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, ability to adjust focus and ability to see color.

Primarily works in a manufacturing environment. Proper PPE required, including safety shoes and safety glasses.

I have read and understand the duties, responsibilities, and requirements for this position. \*

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Employee Acknowledgement

\_\_\_\_\_  
Date

\*This document does not create an employment contract, implied or otherwise, other than an "at-will" employment relationship. J.M. Grimstad retains the discretion to add duties or change the duties of this position at any time.