



## JOB DESCRIPTION

Job Title: <b>Assembly Electrician</b>	Department: Operations
Reports To: Production Supervisor	FLSA Status: Non-Exempt
Direct Reports: None	Effective/Revised Date: Dec 2016

### JOB SUMMARY

An assembly electrician is a worker who has special training with proven job skills to assemble and erect mechanical components as well as install electric motors, component parts, and other electrical systems, used on standard and custom machines as manufactured by the Employer.

### JOB DUTIES AND RESPONSIBILITIES

- Work from complicated drawings, schematics, and specifications.
- Operates certain hand and machine tools as required for proper fitting and assembly.
- Make complicated electrical connections required for assembly.
- Maintains quality and quantity production, as well as thoroughly inspecting work products.
- Ability to crate/skid machines.
- When assigned to other or related work, he/she is required to perform according to his/her ability.
- Works with Engineering and other Production personnel to make modifications to parts drawings as needed.
- Maintains a safe and clean work environment.
- Occasionally participates in production and other meetings.

### JOB REQUIREMENTS

- Associates degree in electrical wiring / industrial controls or equivalent experience
- Proven performance and at least 3 – 5 years related work experience in a machine shop environment, including experience in areas such as sheet metal, metal finishing, machine tool operation, and assembly.
- Understanding of how to view drawings and answer questions from them.
- Ability to interface well with other departments and work together to solve problems
- Answer questions or provide training to any co-worker, contractor, customer, or vendor when requested or directed by management.
- Strong interpersonal skills
- Strong organizational skills
- Good written and oral communication skills
- Team player; self-motivated, self-directing
- Strong attention to details
- Ability to prioritize and handle multiple, concurrent projects and tasks
- Basic computer skills and the ability to learn new software

- Knowledge of how to use standard measurement tools

<b>PHYSICAL DEMANDS/WORKING CONDITIONS</b>
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Work is performed on the shop floor, and requires frequent use of the phone and use of the computer. Requires the ability to lift up to 50 pounds. High attention to detail required. Occasional travel is required.