



## Job Description

### Quality Management System

### Human Resources

Doc. No. JD019

Issue Date: 9.6.12

Rev. Date:

Owner: KAB

Job Title: Electrical Assembler

Reports To: Shift Supervisor

Location: Plant

Department: Production

#### Labor Grade (Non-Exempt Only)

LG1     LG2     LG3  
 LG4     LG5

#### Type of Position:

Full-time     Contractor  
 Part-time     Intern

#### Status:

Exempt - Salary  
 Non-Exempt - Hourly  
Required. Hours Per Week:

#### GENERAL DESCRIPTION:

The Electrical Assembler will be required to have working and hands-on knowledge of non-residential electrical wiring of machines and electrical boxes and possess the ability to read wiring diagrams. This position will require the employee to read diagrams and wire machines in production phase. PLC knowledge preferred, though not required.

#### DUTIES AND RESPONSIBILITIES:

This position has the following job duties and responsibilities:

- Wire electrical panels, install conduit as per specifications, and troubleshoot wiring issues as needed.
- Route, wire, assemble, and install electrical and electronic components, such as main junction and terminal boxes, main control switch panels.
- PLC knowledge will be useful.
- Cut wire to specified lengths, insulate connections.
- Crimp terminal eyelets and lugs to wire ends, using crimping device.
- Connect wiring to accessories, such as relays, circuit breakers, plugs, condensers, switches, and/or solenoids, and installs accessory assemblies in electrical or electronic units.
- Perform electrical testing to ensure UL compliance.
- Must be able to read and interpret wiring diagrams and/or blueprints.
- Possess good hand-eye coordinations, steady hands, and manual dexterity.
- Read measuring devices, such as tape measure and ruler, to convert fractions and decimals.
- Ability to use combination square, calipers and protractor to perform measurements.
- Read and interpret voltage and amp meters.
- Follow all general safety regulations and help maintain a safe working environment.
- General housekeeping of work station and/or area, as necessary.
- \*Other duties as assigned.

#### REQUIREMENTS – EDUCATION, TRAINING AND WORK EXPERIENCE

This position requires the following education, training and/or work experience:

- High school diploma or GED equivalent required.
- Must be at least 18 years of age.
- PLC knowledge preferred, though not required.
- Experience in electrical assembly in manufacturing and/or industrial environment preferred.

#### PHYSICAL REQUIREMENTS:

The position has the following physical requirements:

- Must be able to lift up to and including 40#.
- Must be able to climb, bend, turn, twist, use hands/arms to perform essential duties of position.
- Use forklifts, forktruck, wedges, jacks, cranes, swing booms, clamps, carts, dollies as required.

- Must be able to wear steel-toed boots/shoes daily; OSHA-approved safety glasses with side shields required
- Other PPE (Personal Protective Equipment) as needed
- Stand or walk 90% and sit 10% of the work day.
- Work on a computer 0% and on a phone 0% of the work day.

**ADDITIONAL EXPECTATIONS:**

Employees are expected to:

- Read and understand the Employee Handbook.
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**NOTE:**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.