

Rev. 6/7/04-2	
Name:	Job Title: Electrician / Electronic Tech.
Department: Maintenance Dept.	Dated:
Shift: 1 st or 2nd	Work Hours: Varies with Shift Assignment
Reports to:	Status/Classification: Non-exempt
<u>JOB DESCRIPTION</u>	

GENERAL / DEFINITION:

Installation and repairing of electronics associated with machinery or mechanical equipment, specifically manufacturing machines and associated support machinery. Work involves the following: installation of electrical components, diagnose source(s) of trouble (troubleshooting), dismantle or assemble machines (partially or completely), and perform electrical or electronic repairs necessary. Replace broken or defective parts; report repairs needed or parts required to complete job assignments. Must have excellent knowledge electrical trade functions(electronics, PLC's) so maintenance can be successfully performed on all machines; requires extensive training and experience. Extensive knowledge of proper preventive maintenance requirements / processes. Knowledge of machine programming (ladder logic). The Electrician / Electronic Technician is a skilled level position and will require minimum of 480 hours of informal / formal training on the job. This training period will be spread over a minimum of 90 days and will additionally include safety and hazardous material handling training. Required to keep all production machinery in top operation condition at all times.

ESSENTIAL FUNCTIONS:

SAFETY NOTE: LOCKOUT PROCEDURE IS TO BE IMPLEMENTED PRIOR TO ANY CLEANING OR PERFORMING ANY MAINTENANCE REPAIRS OR WORK ON EQUIPMENT. Failure to follow this procedure will result in disciplinary action.

1. Must be able to lift from 35 to 50 pounds to a maximum of 75 pounds, i.e. 80 pound chain needs to be moved for installation.
2. Must be able to physically perform all assigned tasks; requires full use of both hands, arms and legs (lifting, bending, turning and crawling underneath machines).
3. Must possess strong knowledge and understanding in the areas of electrical trade (electronics and PLC's) including PLC ladder logic, panelview programming, PID, VFO, encoder and servo control for automated production lines.
4. Possess skills to install electrical components and trouble shoot electrical problems on any and all production and support machinery.
5. Required to communicate in a proper manner and method, all special directions issued by immediate supervisor; must work closely with all other maintenance or construction personnel.
6. Responsible for preventive maintenance checks on all assigned machines; must maintain accurate and complete PM forms.
7. Responsible for writing job sheets and finishing all assigned tasks in a timely manner.

8. Be able to request necessary parts required to perform all repairs.
9. Will be familiar and work with personnel in all operations and functions of the pultrusion and winding machines; must gain working knowledge of machine functions.
10. Must possess skills necessary to read and understand electrical schematics.

ADDITIONAL FUNCTIONS:

1. May be required to work up to four hours of overtime as assigned or needed; may be asked to work Saturday as required or needed.
2. May be required to be on call if emergency situation arises.
3. Help train and give directions to other Maintenance Mechanics.

REQUIREMENTS:

Safety:

1. Must wear helmet, safety goggles and steel toed shoes at all times
2. Wear ear plugs, back brace and gloves when necessary
3. Know all safety procedures for each machine, tool and chemical used
4. Attend all safety training (and the once a month meetings)
5. Must address safety issues at work station immediately to supervisor
6. Must have full knowledge of safety lockout procedures
7. Must report accidents and injuries within 24 hours to management
8. Must follow all safety requirements and training at all times
9. Must follow lockout procedures on any cleaning or work done on the machinery

Must have

1. Knowledge of tools and their uses (grinders, ratchets, drills, etc.)
2. Ability to drive a forklift and be certified within 90 days
3. Ability to read English (downtime reports and checklists)
4. Skills in addition, subtraction, multiplication and division
5. Knowledge of decimal equivalencies
6. Knowledge of how to read a tape measure, micrometer, voltage meter and caliper

Other

1. Must possess basic math skills to include addition, subtraction, multiplication, division and manipulation of fractions and decimals.
2. Must possess skills to learn to read accurately the following: tape measure, micrometer, caliper, and electrical codes.
3. May be required to attend specific, designated seminars or take coursework as identified by immediate supervisor.
4. Physical Requirements:
Must be able to lift, move, pull and carry from 10 to 100 pounds, occasionally to a height of 4 feet carrying occasionally 10 to 85 pounds a distance of 10 to 40 feet. Must be able to physically

perform all assigned tasks; requires full use of both hands, both arms, and legs (lifting, bending, turning, twisting, standing, and reaching underneath machines) following Eagle Roofing Products safety policies, guidelines, instructions and procedures. Must be capable of perceiving and understanding, above ambient noise and light levels, the production line starting alarm and forklift horns/ reverse alarms.

WORK ENVIRONMENT:

- 1. Required to wear issued uniform properly
- 2. Loud and heavy machinery
- 3. Indoor facility that is not air-conditioned or heated
- 4. Some outside repairs on sand conveyor systems
- 5. Up to 4 hours overtime a day may be required
- 6. May be asked to work 6 to 7 days a week
- 7. May be asked to work different shifts (day-night)
- 8. Can be placed on call
- 9. Dirty with cement and sand dust in the air
- 10. Uncomfortable working situations, not uncommon

Special Duties / Notes

This is to acknowledge I have read the job description outlined above and on the preceding page; I am aware that the essential and additional functions may vary. The job requirements and responsibilities will not be limited to those listed and may change at the discretion of management.

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____

Personnel Department _____ Date _____

Prepared By:	Position:
Approved By:	Position:
Approved Date:	

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