

Curt G. Joa, Inc. Job Description

Job Title: Electrical Assembler

Department: Electrical **Reports To:** Supervisor, Electrical Assy.

Classification: Non-exempt **Location:** Sheboygan Falls

Date: September 2014 **Grade Level:** 7

Job Purpose:

The Electrical Assembler is responsible for electrically wiring, assembling, testing, completing and installing paper converting machinery.

Key Customers:

- Electrical and Mechanical Engineers
- Technical Services
- Electrical and Mechanical Assembly

Description of Essential Duties:

- Install electrical components on equipment.
- Start up, troubleshoot, and test machines on completion
- Perform basic motor and transformer wiring.
- Install cable and wire management devices, such as: cable tray, conduit, and wire way
- Assemble and wire panels and control boxes
- AC and DC machine power distribution
- Route and terminate cables
- Install machinery in customers facilities
- Sub-assemble electrical components
- Utilize, analyze, maintain, and change electrical prints and schematics
- Maintain parts inventory and associated documentation
- Operate material handling equipment

Description of Occasional Job Functions:

- Work on live circuits, utilize proper Personal Protective Equipment
- Perform pneumatic and mechanical functions
- Department clean up and improvement projects
- Perform Warehouse functions
- Facility maintenance and upgrades
- Travel to customer facilities
- Utilize overhead crane and rigging procedures
- Travel to customer facilities

Supervisory Responsibilities:

- Train less experienced assemblers
- Lead small projects and kits to completion
- Schedule work for other assemblers on projects
- Oversee contracted employees during assembly and install at customer facilities.

Qualification Requirements: (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.)

- Education generally equivalent to a high school diploma
- Journeyman electrician certification, Associates degree in Electro/Mechanical field, or 2-3 years of relevant manufacturing experience
- Must possess the ability to add, subtract, multiply, divide, and metric system conversions.
- Must have the ability to read and understand electrical schematics, electrical code manuals, and other manufacturing instructions.
- Requires good oral and written communication skills

Protective Clothing Required:

The incumbent will utilize safety glasses, flash protective clothing, gloves, and hearing protection while performing the duties of this position when needed.

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 this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The phrases "occasionally," "regularly," and "frequently" correspond to the following definitions: "Occasionally" means up to 1/3 of working time, "regularly" means between 1/3 and 2/3 of working time, and "frequently" means 2/3 and more working time.)

While performing the duties and responsibilities of this position, the employee is occasionally required to walk, sit, use foot/feet to operation machine, climb or balance, stoop, kneel, crouch or crawl and reach above shoulders. The incumbent will regularly talk and listen, and move from place to place and will frequently use hands to finger, handle or touch. Specific vision requirements for this position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

During the performance of his/her duties, the incumbent will occasionally lift up to 50 pounds and will regularly lift up to 25 pounds such as making panel installations, hoisting coils of cables, and lifting transformers.

Tools/Equipment Utilized: During the performance of his/her duties, the employee will utilize hand tools, electrically-powered tools, electrical testing equipment, a forklift, overhead crane, a computer and printer, machine operating software, drafting and drawing software, pneumatic tools, label software, spreadsheet software, phone, and copy machines.

Work Environment: (The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

The employee is occasionally exposed to work near moving mechanical parts, work in high places, fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The employee works a production environment where the noise level is loud, but can be very loud at times hearing protection required. Occasional travel for company business will be required.

The above statement reflects the general details necessary to describe the principle functions of the occupation describes and shall not be construed as a detailed description of all the work that may be inherent in the occupation.