

# JOB DESCRIPTION

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Revision Date: \_\_\_\_\_

**Job Title:** Electrician I

**Job Classification:** Hourly

**Department:** Production

**Reports To:** Electrical Supervisor

## Job Summary

Installation, termination, preparation and start up all electrical equipment or system up to 600v

## Duties and Responsibilities

### Technical Competencies

- Pass written Electrician I or on-site electrical test.
- knowledge of the applicable electrical codes.
- knowledge of DC and AC voltage termination and management up to 600v.
- High ability to interpret, understand and analyzes construction drawings, wiring diagrams, construction standards, material classifications.
- Ability and knowledge of installation, termination and power up electrical equipment such as generators, switchboards, MCC's, panel boards, power distribution panels, battery back up panels, transformers, electric motors, push button, main disconnects, transfer switches, etc.
- Installation and termination of fire alarms, security cameras, alarm & monitoring systems, speakers, telephone systems and control panels.
- Preparation & termination of LAN, Coaxial, Fiber optic and different kinds of communication cables.
- Analyzes and troubleshoot electrical short circuits and motor controls.
- Follow specifications and instructions from equipment manuals covering installation, electrical inspection and maintenance of the equipment.

### Tools use Competencies

- Knowledge in the use of electrical tools such as volt meter, ohm meter, amperage meter, communication cable test.
- Use mathematics to solve problems.
- Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- Controlling operations of equipment or systems.
- Knowledge of machines and tools, including their designs, uses, repair, and maintenance.
- Fabricates parts if not commercially available using machine and hand tools common to the trade.
- Install, repair and maintain communication cables, power distribution cables splicing pieces as required.
- Teaching others how to do something.

### Other Qualifications

- Power up and shut down electrical equipment up to 600v in accordance with company safety procedures for machine activation and shutdown and in compliance with OSHA requirements.
- Perform work requiring a thorough knowledge of electrical theory and principles, statutory codes, properties of materials and principles of operation of electrical equipment.
- Advises and cautions operators and mechanics about potential electrical problems and inherent dangers involved.
- Notifies supervisor of potentially dangerous electrical equipment, notes the concern and takes corrective action.
- Responsible for its own work quality wise including inspections
- Understand and follow HSE specific safety rules for the intended application.
- Contribute fully to the team effort to maintain 5S, workstation cleanliness organization.
- Perform any other duties as assigned.

**Additional duties and responsibilities may be added to this position as required by the organization.**

## Commitment to QHSE

employees are required to follow Quality, Health, Safety, and Environmental Policies & Procedures on a daily basis. Employees are required to work safely, effectively, and efficiently in order to care for the environment, work place, and coworkers. Employees are highly encouraged to suggest ways to improve any aspect of the company's processes.

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<b>Experience Qualification</b>	
Minimum of 3 years of general electrician experience; or an equivalent combination of training and experience	Possess knowledge of interpreting electrical drawings, construction drawings, constructions standards, material recognition, operating and maintenance manuals.
<b>Skills and Abilities Qualification</b>	
Communication Skills Teamwork Oriented Judgment and Decision Making Skills Reliable Analytical Skills Stress Management Skills Detailed Oriented	Ability to climb in overhead structures; work beneath machines and in close quarters Ability to work with a high degree of attention and care to prevent injury to others when responsible for flow of electrical power Ability to work on any shift Bilingual (English/Spanish) preferred
<b>Education Qualification</b>	
High School Diploma or Equivalent preferred Journeyman Electrical License preferred	

<b>Job Description Approvals</b>	
Dept. Head Name: _____	
Dept. Head Signature: _____	Date: _____
HR Manager Name: _____	
HR Manager Signature: _____	Date: _____

<b>Employee Acknowledgement of Job Description</b>	
Print Employee Name: _____	ID#: _____
Employee Signature: _____	Date: _____