



Position Description
ELECTRICAL PANEL BUILDER

This company is an at-will employer as allowed by applicable state law. This means that regardless of any provision in this position description, the company or employee may terminate this employment relationship at any time, for any reason, with or without cause or notice.

Job Summary/Objective	
Incumbent assembles products in accordance with established quality ISO standards utilizing drawings and specific work instructions.	
	Exempt Salary
Job Classification:	Non-Exempt Hourly X
Salary Grade:	TBD
Supervisor's Title:	Production Manager / Team Leader
Position Type:	Full Time
Expected Hours of Work:	Monday through Friday, 7:00 a.m. to 3:30 p.m. Overtime is required, including Saturdays.
Work Authorization/Security Clearance:	Must be authorized to work in the USA
Other Eligibility Qualifications:	None
Travel Requirements:	No routine travel
Supervisory Responsibility	
Number of Direct Reports:	This position has no direct supervisory responsibilities
Required Education and Experience	
High school diploma or general education degree (GED); and two to four years related experience and/or training; or equivalent combination of education and experience. Experience in control wiring and control panel building (3+ years). Experience in reading and interpreting blueprints. Experience using a micrometer and a volt meter	
Education Preferred	
One (1) to two (2) years of production experience in a fabrication manufacturing environment.	
Drug Testing	
Offers of employment are conditioned on successful completion of a drug test as outlined in the Drug Free Workplace Policy. Incumbents are also subject to the guidelines of the drug testing policy.	
Essential Job Functions Required	
1.	Read and follow electrical schematics in written, oral and diagram form
2.	Lay out, drill, tap and assemble electrical sub-panels and enclosures
3.	Wire and label electrical sub-panels and enclosures
4.	Solve problems involving multiple concrete variables in standardized situations
5.	Update/write procedures according to job assembly practices
6.	Learn and use material flow and job packets information
7.	Complete all required reports and associated paperwork
8.	Must authorize, pass and adhere to company drug testing requirements
9.	Maintain a professional appearance
10.	Ability to distinguish colors
11.	Ability to read and understand the English language

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Competencies Required to Fulfill the Essential Job Functions

1.	Working knowledge of electrical theory and wiring principles
2.	Proficiency with common power tools – hand drill, etc.
3.	Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
4.	Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
5.	Clear, concise and effective verbal and written communication skills
6.	Basic computer skills including file structure and navigation
7.	Ability to utilize time management software
8.	Self-motivated, focused and results oriented. Self-determined and driven to achieve defined goals.

Work Environment

A person in this job operates in a manufacturing production environment. This role routinely uses tools and equipment such as power drills, saws, brazing equipment and measuring devices. While performing the duties of this job, the employee is frequently exposed to work near moving mechanical parts. The employee is occasionally exposed to fumes or airborne particles; risk of electrical shock and vibration. The noise level in the work environment is usually loud.

Physical Demands

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include ability to adjust focus. While performing the duties of this job, the employee is regularly required to stand; walk and use hands. The employee is frequently required to reach with hands and arms and talk or hear. The employee is occasionally required to sit; climb or balance and stoop, kneel, crouch, or crawl.

AAP/EEO Statement

The company provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to veteran or uniformed service status, race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, the company complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Other Duties

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signatures: This job description has been approved by: Department Manager: JON BARNARD

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee Name: _____

Employee Signature: _____ Date: _____

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	REV B	08/23/2018