



JOB TITLE: PRODUCTION ELECTRICIAN
REPORTS TO: PRODUCTION SUPERVISOR
FLSA STATUS: NON-EXEMPT
PREPARED DATE: NOVEMBER 5, 2020

SUMMARY: This position is responsible for the electrical assembly, troubleshooting, and testing of sub-components, components, and complete machines for VRC. They will assist other production technicians when needed, work in teams, assist engineers in design changes and troubleshooting, as well as perform facilities-related electrical installation and troubleshooting.

QUALIFICATIONS: To perform this job successfully, the individual must be able to perform each essential duty and responsibility in a safe and satisfactory manner. Must be able to wear personal protective equipment as required by the tasks at hand. The requirements listed below are representative of the knowledge, skill, and/or ability required.

ESSENTIAL JOB FUNCTIONS:

- Install, maintain, and enhance electrical systems and components, including fuses, breakers, PLC's, lights, and wiring
- Inspect, test, and diagnose issues with electrical systems and components
- Working knowledge of electrical theory, and the associated principles, materials, and equipment
- Comfortable reading and understanding electrical blueprints, schematics, and diagrams
- Perform all work in a manner that meets and follows electrical codes, blueprints, and standards
 - Firm understanding of NFPA 70 and UL 508A preferred
 - UL 508A qualified Manufacturer Technical Representative (MTR) preferred
- Test electrical systems and components to ensure proper functioning
- Complete required documentation of repairs and service information
- Perform preventative maintenance on electrical systems and components
- Troubleshoot problems and make timely repairs
- Demonstrated ability to operate hand and power tools associated with electrical work
- Familiar with power tools for machine assembly tasks and proper use
- Competent in the use of testing and measuring equipment such as electrical multi-testers, pressure and vacuum gauges, torque measuring tools, and others
- Follow work instructions for the assembly of complex machines
- Maintain workstation condition and proper level of consumable supplies

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Other duties may be assigned.

SUPERVISORY RESPONSIBILITIES:

None

EDUCATION and EXPERIENCE:

- Completion of an electrician apprenticeship program required
- Completion of an electrician program at a technical or trade school preferred
- Current or prior Journeyman Electrician license required in state of practice
- 3-5 years of electrical experience
- High School Diploma or equivalent required
- Two years' experience in a general production\manufacturing environment preferred

LANGUAGE SKILLS:

- Read and interpret documents in English such as safety rules, operating and maintenance instructions, work instructions, procedure manuals, newspapers, periodicals, journals, and brochures

- Write routine reports, correspondence, inventory summaries, and reports in English using prescribed format, and conforming to all rules of punctuation, grammar, diction, and style
- Ability to speak effectively in English on the phone and in person with coworkers

MATH SKILLS

- Proficient: basic math skills with high attention to detail

COMPUTER SKILLS:

- Microsoft Word, Power Point, and Excel at an intermediate level
- Proficient in electronic forms of communication including email, web searching, and data organization
- Ability to quickly learn computer applications, such as inventory tracking and management software

REASONING ABILITY:

- Apply common sense understanding to carry out instructions furnished in written, oral, or diagram form
- Read and interpret design documents and schematics

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. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee must regularly lift and/or move up to 50 pounds and frequently lift and/or move up to 75 pounds. The employee must be able to see differences in color, widths, and lengths of lines such as those on design and schematic drawings.

ENVIRONMENTAL CONDITIONS:

Inside: Protection from weather conditions but not necessarily from temperature changes. A job is considered "inside" if the worker spends approximately 75 percent or more of the time inside.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- Must be able to work effectively in a stressful environment, communicate well with others, effectively deal with internal customers and external vendors and customers, and accept constructive criticism
- Must be able to change activity frequently and cope with interruptions

IMPORTANT NOTE: Essential functions of this job are described under the headings above. The job requirements and features are subject to change from time to time due to the dynamic nature of the Company.

It is the policy of VRC Metal Systems not to discriminate or allow the harassment of employees or applicants on the basis of sex, gender identity, sexual orientation, race, color, religious creed, national origin, physical or mental disability, protected veteran status, or any other characteristic protected by law with regard to any employment practices, including recruitment, advertising, job application procedures, hiring, upgrading, training, promotion, transfer, compensation, job assignments, benefits and/or other terms, conditions, or privileges of employment, provided the individual is qualified, with or without reasonable accommodations, to perform the essential functions of the job. This policy applies to all jobs at the Company. The Company will continue to take affirmative action to ensure that individuals are employed, and that employees are treated during employment, without regard to their sex, gender identity, sexual orientation, race, physical or mental disability, protected veteran status, or any other characteristic protected by law in all employment practices.

Employees and applicants with disabilities and disabled veterans are encouraged to inform Human Resources if they need a reasonable accommodation to perform a job for which they are otherwise qualified. The Company makes, and will continue to make, reasonable accommodations to the known physical or mental limitations of an otherwise qualified applicant or employee to promote the employment of qualified individuals with disabilities and disabled veterans, unless such accommodations would impose an undue hardship on the operations of the Company's business.