

HARPER INTERNATIONAL

POSITION DESCRIPTION

The Position Description is the tool used by Harper International to communicate and clarify the essential job functions, establish the basis for performance expectations, and identify training needs for each position.

Part I - Reporting Structure

Job Title: Electrical Assembler

Reports To (Position): Production Manager

Status: Non-Exempt

Completed By (Name): HR

Department: Manufacturing

Supervises (Positions): None

Pay Grade: C or B

Last revision date: January 2016

Part II – Position Objective

To provide well rounded skilled trades work in an OEM environment. The ideal candidate will possess experience in both electrical and mechanical duties, but a strong candidate in one discipline would be considered. A critical element of the position is to travel up to 25% of the time.

Part III – Job Responsibilities

Primary Duties:

1. Perform basic electrical assembly functions to include reading and interpreting schematics to properly wire components & equipment.
2. Lay out and assemble basic electrical circuits and assemblies based on drawings.
3. Perform basic electrical troubleshooting.
4. Perform electrical testing using various instruments.
5. Perform basic pipefitting activities, such as selecting appropriate materials, cutting/bending/threading/connecting pipes.
6. Perform basic kiln insulation activities, such as cutting & installing refractory.
7. Perform inspection & quality checks to ensure compliance with customer specifications.
8. Perform all job functions while complying with all safety requirements.

Secondary Duties:

1. Load and unload trucks and move materials to and from storage and production areas by using fork trucks, hand trucks, dollies, etc..
2. Assemble & disassemble product containers & crates using precut lumber and hand tools.
3. Assist shipping department by packing containers.
4. Perform basic facilities maintenance functions as needed.
5. Perform other duties as assigned by Manager.

IV – Knowledge, Skills, Education

Industrial Electrician Skills

Electrician Helper 100% supervision

Process:

1. Able to read blueprint or read CAD printouts
2. Begin to read mechanical blueprint
3. Understand tool set (hand tools)
4. Understand safety concerns and knowledge
5. Understand Low voltage 120/240
6. Single phase and DC circuits

Key Success Factors:

1. Ability to communicate/reporting
2. Listening skills/ability to follow directions
3. Comfortable working in a team
4. Able to have insight and knowledge needed to carry out the job
5. Available to work 24/7 & overtime

Education/Experience

1. Read and write English
2. High school/GED, physics a plus
3. Documented work experience (2 years, need not be in the electrical field)
4. Knowledge of OSHA Vocational degree

Able to install, maintain and repair electrical wiring, equipment

Process:

1. Sketch a blue print and read · High voltage 480/600
2. Knowledge of NEC (code)
3. 3 phase power (industrial)
4. Knowledge of beginning machine control (CNC, PLC, DCS)
5. Use tool set including multi meter
6. Read instruction manuals in any language
7. Begin testing and troubleshooting (calibration verify work done)

Key Success Factors:

1. Enhanced Level I
2. Mentor Level I
3. Work independently

Education/Experience

1. Read and write English
2. Associates degree or higher
3. Electrical technology
4. 5 years' experience minimum
5. \$15 - \$20 an hour

Electro Mechanical

Entry Level, under 100% supervision. Can perform basic electro mechanical maintenance of equipment

Electrical Skills:

1. Basic knowledge of AC/DC motor circuits (low voltage)
2. Understanding of panel building, motor controls, power distribution, conduits

Instrumentation/Mechanical Skills

1. Knowledge of automated valves, hydraulics, pneumatics, basic welding,

2. Flow, pressure/temperature measurement

Tools/Equipment:

1. Knowledgeable to basic hand tools, calipers, micrometers

Key success factors:

1. Schematic Reading
2. Knowledgeable of OSHA rules
3. Basic computer skills
4. Math skills (up to calculus)
5. Knowledge of Chemistry/Physics Oral & written communication skills
6. Team Player Attendance, willingness to work overtime
7. Ability to work outside

Education/Experience:

1. H.S./GED, Preferred Vocational Ed +

Tools/Equipment:

1. Electronic diagnostic meters, scopes, calibrating and test equipment, etc. Able to operate power tools including; drills, saws, grinder, jack/nail hammers, threading equipment, etc. Weld and burning equipment, lathes, mills, or other machinery as required

Key success factors:

1. Analysis all types of circuits, or wiring systems using wiring diagrams, drawings, specifications, etc., as required to install, troubleshoot, maintain, calibrate, modify or otherwise service all types of electronic devices, production machinery, plant wiring, or other systems as directed.

Secondary Knowledge:

1. Welding and machine set up
2. Basic knowledge of mechanical physics / basic machining fundamentals
3. Basic electricity / basic hydraulics
4. Basic blueprint reading/drawing/schematics
5. Basic knowledge of fasteners
6. Basic troubleshooting
7. Read tape measure
8. Read & understand equipment manuals

Other:

9. Own basic tools and know how to use
1. Standard safety oriented (OSHA)- forces, pressure, hazard
2. Basic math / shop math (know how to do conversion)
3. Ability to follow directions; basic computer skills
4. Mechanical aptitude (e.g. not afraid to change brakes or a tire)
5. Communication skills: Able to receive constructive criticism
6. Be able to work independently or in a team
7. Dress appropriately

V – Working Conditions

1. Fabrication shop environment.
2. Lifting and carrying up to 50 lbs.
3. Operating fork trucks, manual pallet jacks, hand trucks and dollies.

VI – 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 employee must regularly lift and/or move up to 50 pounds. While performing the duties of this job, the employee is regularly required to talk. The employee is frequently required to stand, walk, use hands, reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl, and hear. The employee is occasionally required to sit.

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