

# 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

**Department:** Manufacturing

**Reports To (Position):** Manufacturing Manager

**Supervises (Positions):** None

**Status:** Non-Exempt

**Pay Grade:** D-A

**Completed By (Name):** John Schenk

**Last revision date:** April 2025

### **Part II – Position Summary**

The Electrical Assembler is responsible for the wiring, assembly, and integration of engineer-to-order high-temperature industrial furnace systems. While electrical assembly, installation, and testing, this position requires flexibility to contribute to mechanical assembly, system integration, shipping preparation, and field installation. The position is part of a cross-functional manufacturing team. A critical element of this role is the ability to travel up to 25% of the time to customer sites for equipment installation and support.

### **Part III – Job Responsibilities**

1. Read and interpret electrical schematics, wiring diagrams, and panel layouts to guide panel and field wiring tasks.
2. Assemble and wire power and control enclosures, including installation of transformers, contactors, disconnects, circuit protection, and other components for heating systems and motor feeds (120V to 600V).
3. Mount, wire, and route low-voltage instrumentation and control devices on the furnace system (typically 24V to 120V).
4. Install, terminate, and support field wiring infrastructure such as conduit, raceways, and cable trays per engineering drawings.
5. Perform inspection, testing, and point-to-point verification using electrical instruments; support basic troubleshooting during assembly, integration, and testing.
6. Support system-level mechanical and piping integration during final assembly and testing phases.
7. Install, modify, and support refractory insulation and thermal linings throughout the full equipment lifecycle—including during system build, disassembly, and on-site installation.
8. Participate in teardown, disassembly, packaging, crating, labeling, and shipment preparation of equipment.
9. Operate material handling equipment, including forklifts and overhead cranes.
10. Safely move, stage, and rig heavy equipment and subassemblies.
11. Collaborate with purchasing, engineering, project management, and manufacturing to ensure product quality and on-time completion.
12. Follow all safety and quality procedures; contribute to process improvements.
13. Perform other duties as assigned by management.

#### **IV – Knowledge, Skills, Education**

1. High school diploma or equivalent.
2. Ideal candidate will have a skilled trades background as an electrician, electro-mechanical assembler, welder, and/or millwright
3. Minimum 3 years of experience in industrial electrical assembly or panel wiring.
4. Ability to read and work from electrical drawings and documentation.
5. Skilled in electrical installation, conduit routing, and basic troubleshooting.
6. Experience using testing equipment and verifying circuit integrity.
7. Proficient in rigging, lifting, and use of cranes and forklifts.
8. Strong work ethic and ability to work collaboratively in a cross-functional team.
9. Strong problem-solving skills.
10. Must be willing to work overtime as necessary.
11. Must be willing to travel, both internationally and domestically, for extended periods as needed.

#### **V – Working Conditions**

1. Work is performed in a manufacturing and assembly environment.
2. Requires standing, walking, bending, crawling, and lifting to 50 lbs.
3. Involves operating or working around manual pallet jacks, hand trucks, dollies, forklifts, overhead cranes, and heavy industrial equipment.
4. Use of personal protective equipment (PPE) is required, including safety glasses, steel-toe boots, gloves, and hearing protection.
5. Exposure to industrial noise, heat, and materials is typical in the work environment.
6. Occasional travel to customer sites may be required (up to 25%).

#### **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.

#### **VII - Compensation**

\$21.92-\$32.10 per hour based on education and experience