



POWER ENGINEERING AND MANUFACTURING, LTD.

Industrial Electrician and Mechanic

Department: Maintenance
FLSA Status:
Grade/Level:
Work Schedule:
1 st Shift

Job Status: Full Time
Reports To: Maintenance Supervisor
Amount of Travel Required: No travel required
Positions Supervised:
None

POSITION SUMMARY

Repair, test, adjust, or install electronic equipment, such as industrial controls.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)

- Test faulty equipment to diagnose malfunctions, using test equipment or software, and applying knowledge of the functional operation of electronic units and systems.
- Inspect components of industrial equipment for accurate assembly and installation or for defects, such as loose connections or frayed wires.
- Examine work orders and converse with equipment operators to detect equipment problems and to ascertain whether mechanical or human errors contributed to the problems.
- Perform scheduled preventive maintenance tasks, such as checking, cleaning, or repairing equipment, to detect and prevent problems.
- Study blueprints, schematics, manuals, or other specifications to determine installation procedures.
- Set up and test industrial equipment to ensure that it functions properly.
- Repair or adjust equipment, machines, or defective components, replacing worn parts, such as gaskets or seals in watertight electrical equipment.
- Maintain equipment logs that record performance problems, repairs, calibrations, or tests.
- Calibrate testing instruments and installed or repaired equipment to prescribed specifications.
- Develop or modify industrial electronic devices, circuits, or equipment, according to available specifications.
- Coordinate efforts with other workers involved in installing or maintaining equipment or components.
- Operate equipment to demonstrate proper use or to analyze malfunctions.
- Consult with customers, supervisors, or engineers to plan layout of equipment or to resolve problems in system operation or maintenance.
- Enter information into computer to copy program or to draw, modify, or store schematics, applying knowledge of software package used.
- Advise management regarding customer satisfaction, product performance, or suggestions for product improvements.
- Determine feasibility of using standardized equipment or develop specifications for equipment required to perform additional functions.

- Send defective units to the manufacturer or to a specialized repair shop for repair.
- Maintain inventory of spare parts.
- Sign overhaul documents for equipment replaced or repaired.

POSITION QUALIFICATIONS

Competency Statement(s)

- Decision Making - Ability to make critical decisions while following company procedures.
- Judgment - The ability to formulate a sound decision using the available information.
- Problem Solving - Ability to find a solution for or to deal proactively with work-related problems.
- Safety Awareness - Ability to identify and correct conditions that affect employee safety.
- Accountability - Ability to accept responsibility and account for his/her actions.
- Initiative - Ability to make decisions or take actions to solve a problem or reach a goal.
- Customer Oriented - Ability to take care of the customers' needs while following company procedures.
- Patience - Ability to act calmly under stress and strain, and of not being hasty or impetuous.

SKILLS & ABILITIES

Education : High School Graduate or General Education Degree (GED)

Experience : Four to ten years related experience

Computer Skills

Familiar with Siemens, Rexroth, Fanuc, and Mazak Controls.

Basic Microsoft Office

PHYSICAL DEMANDS

Physical Demands

| Physical Demands | | Lift/Carry | |
|----------------------|------------------|------------------|--------------------|
| Stand | C (Constantly) | 10 lbs or less | C (Constantly) |
| Walk | C (Constantly) | 11-20 lbs | C (Constantly) |
| Sit | O (Occasionally) | 21-50 lbs | F (Frequently) |
| Handling / Fingering | C (Constantly) | 51-100 lbs | O (Occasionally) |
| Reach Outward | C (Constantly) | Over 100 lbs | N (Not Applicable) |
| Reach Above Shoulder | C (Constantly) | Push/Pull | |
| Climb | F (Frequently) | 12 lbs or less | C (Constantly) |
| Crawl | F (Frequently) | 13-25 lbs | F (Frequently) |
| Squat or Kneel | F (Frequently) | 26-40 lbs | O (Occasionally) |
| Bend | F (Frequently) | 41-100 lbs | O (Occasionally) |

N (Not Applicable) Activity is not applicable to this occupation.

O (Occasionally) Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

F (Frequently) Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

C (Constantly) Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

Other Physical Requirements

Ability to wear Personal Protective Equipment (PPE) (Glasses, Footwear)

WORK ENVIRONMENT

Machine Shop

Prepared by: _____ Date: _____
Approval Signature: _____ Date: _____
Approval: _____
Approval: _____
Employee Signature: _____ Date: _____

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.