

Title:	AC/DC Motor Technician I	Reports To:	Foreman/Coordinator
Department:	AC/DC Motor	Exemption:	Non-exempt
Date:	09-29-14	Shop:	Small

SAFETY SENSITIVE POSITION

Primary Purpose: Disassemble, inspect, clean, repair, test, and/or reassemble basic and routine AC and DC electromechanical motors and equipment.

Essential Functions: Performs under supervision.

- Preparation
 - Read work scope to determine job status, work authorizations/limitations, description of problems, and/or expected serviceability
- Disassembly
 - Disassemble basic and routine electromechanical equipment noting parts identification, configuration, and condition.
 - Properly mark parts, take photos, and thoroughly complete paperwork to ensure accurate job completion that meet company and ISO standards.
- Assembly
 - Assemble basic and routine motors and equipment including ball and roller bearings.
 - Pre-test electrical, mechanical, and ensure proper lubrication per customer standards.
- Testing – Learning to perform.
 - Perform basic test of electromechanical equipment and document accordingly. Troubleshoot known or suspected problems.
 - Operate Megger, AC/DC Hypot, Surge Tester, Volt-Ohm Meter, and Feeler Gauges as needed on jobs.
 - Read and draw diagrams of motors and parts.
- Clean & Inspect – Learning to perform.
 - Clean electromechanical equipment assemblies as needed using various methods and steps including but not limited to parts washers/steamers, caustic tanks, and glass beadlers.
 - Thoroughly inspect parts for wear and damage and record any worn or damaged parts.
- Parts Flow Process
 - Measure for and note proper replacement parts.
 - Requisition needed items as approved by foreman.
 - Store parts accurately according to job status or work scope after the dismantling process. Ensure ISO standards are met for storage.
- Repairs
 - Repair or replace defective mechanical or electromechanical parts including but not limited to bearings, brushes, brush holders, motor leads, gears, seals, impellers, mechanical switches, brakes, clutches, clutch rotors, tachs, fans, couplings, and end shields.
 - Under supervision, lift, tighten, adjust, and/or secure heavy objects in order to perform work duties.
- Paperwork
 - Maintain thorough paperwork throughout entire repair process including all test sheets from receiving unit description to Quality Control Checklist. Record accurately and on a timely basis.
- Other
 - Observe all safety procedures and use proper safety equipment including but not limited to eye, ear, and hand protection.
 - Maintain a clean, neat, and safe work environment at all times.
 - Operate and maintain equipment in a safe manner at all times.
 - Assist other mechanics or other employees in skilled or non-skilled duties as requested.
 - Promote strong company image and maintain positive working relationships at all times including professional behavior with customers (very limited) and department co-workers (daily basis).
 - Provide outstanding customer service at all times.
 - Perform work according to established company policies and procedures.
 - Perform other duties as requested.



JOB DESCRIPTION HUMAN RESOURCES

Requirements:

- **Education:**
 - High school diploma or equivalent.
- **Experience:**
 - Minimum of two years hands-on experience with mechanical or electrical equipment or two years of education in a trade school or technical school preferred.
- **Other:**
 - Ability to perform basic math functions including addition, subtraction, multiplication, division including understanding fractions and percentages.
 - Ability to read, write, and comprehend simple written and verbal instructions.
 - Ability to understand, perform, and retain various job related training, operational, and safety procedures.
 - Ability to exercise initiative, judgment, and decision making related to routine duties within set company standards
 - Ability to operate overhead cranes, fork lift trucks, and other equipment following proper procedures.
 - Ability to operate various hand tools.

Values Statement: Cares for people; shows humility; acts with absolute integrity and trustworthiness; never gives up; continually grows; and demonstrates excellence.

SAFETY SENSITIVE POSITION

PHYSICAL DEMANDS

N/A: Not Applicable

S: Seldom (1-10% of the time)

O: Occasional (10%-30% of the time)

F: Frequent (30%-70% of time)

C: Constant (Over 70% of the time)

WNL: Within Normal Limits

Our Industry requires the performance hazardous activities. The duties of this job require the performance of safety sensitive activities affecting the health and well-being of others. Performing the core functions and duties of this job impaired physically or chemically increases the chance of accidents and injury. Employee health and safety is necessary for the efficient operation of our business and our customer's businesses.

Electromagnetic Interference (EMI) and Radio Frequency (RF) Warning

Electromagnetic interference (EMI) and radio frequency (RF) fields are generated from job tasks associated with this position. These fields have been known to affect medical implants/devices such as heart devices (pacemaker, ICDs/CRT, defibrillators), insulin pumps and/or cochlear implants.

Interference with heart devices can result in asynchronous pacing (pacing independent of underlying cardiac activity), inhibition of pacing (pacing therapy not provided when needed), ventricular pacing at maximum tracking rate, inhibition of tachyarrhythmia therapy (shock therapy not provided when needed), inappropriate shocks (shock therapy provided when not needed), and/or deactivation of tachyarrhythmia therapy.

Activity	Frequency	Comments
Sitting	O	
Standing	F	
Walking	F	
Walking on Uneven Terrain	O	
Stair Climbing	O	
Driving	S	Approved drivers only
Keyboarding (typing/data entry)	F	Parts entry
Repetitive Motion	O	
Handling/Grasping	F	
Fingering	F	
Bending/Stooping	F	
Squatting	F	
Twisting	F	
Crawling	S	
Reaching	C	Heights: Arms length, overhead, WNL
Overhead Work	O	Heights: See reaching
Kneeling	S	
Balancing	F	
Climbing	F	
Crouching	O	
Hearing	C	Customers, supervisors, co-workers
Talking	F	Customers, supervisors, co-workers, groups
Vision 20/40 or Better	C	
Vision Color discrimination	C	Viewing various road/safety signs,
Vision Depth Perception	C	
Vision Full Field	C	

Lifting/Carrying	Weight	Height/Distance	Frequency	Comments
Lifting	10 lbs. or less	Floor to waist	C	Supplies and equipment
	11 to 25 lbs.	Floor to overhead	C	Supplies and equipment
	11 to 25 lbs.	Floor to waist	F	Supplies and equipment
	26 to 50 lbs.	Floor to waist	F	Supplies and equipment
	51 to 75 lbs.		F	Supplies and equipment
	76 to 100 lbs.		O	With assistance (mechanical/co-worker)
	Over 100 lbs.		S	With assistance (mechanical/co-worker)
Carrying	10 lbs. or less	1000' +/-	C	Supplies and equipment
	11 to 25 lbs.	100' +/-	C	Supplies and equipment
	26 to 50 lbs.	25' +/-	O	With assistance
	51 to 75 lbs.		O	With assistance
	76 to 100 lbs.		O	With assistance
	Over 100 lbs.		O	With assistance

ENVIRONMENTAL CONDITIONS

Condition	Frequency	Condition	Frequency
Inside	F	Outside	F
Temperature Extremes	O	Fumes/Dust/Mists/Gases	F
Odors	O	Altitude	O
Cold	F	Heat	F
Noise	F	Vibration	S
Confined Space	S	Slippery Surfaces	O
Wet	O	Weather	C

REQUIRED PERSONAL PROTECTION EQUIPMENT

	Comments
Clothing (Type)	Uniform consistent with shop attire
Safety Glasses	Required when in shops and customer work sites or as posted
Goggles	When performing mechanical duties
Earplugs	Required when noise hazard present over 85 dB
Ear Muffs	Required when noise hazard present over 85 dB
Gloves	Required
Steel-Toe Boots/Shoe	Metatarsal Required
Respirator (Type)	Required for shop
Other	Hard Hats, Fall Protection

EQUIPMENT OPERATION

Mobile Equipment	Frequency	Tools	Frequency
Air Pumps	O	Audiometer	S
Dosimeters/Sound Level	O	Gas Meter	S
Fork Truck	F	Power Tools	F
Pallet Truck	F	Air Tools	F
Aerial/Scissors Lift	S	Hand Tools	F
Pick Up Truck	F	Other: Standard Office Equipment	N/A
DOT Regulated Truck	C	(copier, shredder, etc.)	
Hoists	C	Other – Electrical Test Equipment	F

Physical Demands Reviewed By: Kyle Williams

Date: 01/10/12