

<b>Title:</b>	AC/DC Winder I	<b>Reports To:</b>	Foreman/Coordinator
<b>Department:</b>	AC/DC Winding	<b>Exemption:</b>	Non-exempt
<b>Date:</b>	09-29-14	<b>Shop:</b>	Small

**SAFETY SENSITIVE POSITION**

**Primary Purpose:** Assist Winding Department on various AC and DC winding jobs including removing original winding, inspecting for winding failure damage, recording data from the original winding, making new coils, and performing voltage testing on standard/basic windings. Assist Winder II and III in rewinding process.

**Essential Functions:**

- Winder – Perform under supervision.
  - Read winding data card for each job.
  - Inspect various kinds of electromechanical equipment for damage and evidence of electrical malfunctions.
  - Dismantle and/or strip damaged or unserviceable electromechanical equipment.
  - Prepare all reusable parts for rewinding and inspect renewed parts for hidden, structural damage, and/or unusual conditions.
  - Assist in the rewinding of AC and DC components observing proper insulating techniques and/or requirements during rewinding process.
  - Assist in the testing of electromechanical equipment according to EASA and customer standards and document test results.
  - Document/record all relevant data specific to unit’s electromagnetic characteristics, operating conditions, existing damage, or intended serviceability.
  - Complete paperwork for each job accurately and in a timely basis.
  - Operate specified repair and testing equipment including but not limited to winding machines, surge testers, core-loss testers, cut-off saws, burnout ovens, bake ovens, grinders, cranes, forklift trucks, brazing units, dip tanks, and various hand held power and non power tools.
- Other
  - Observe all safety procedures and use proper safety equipment including 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.
  - Promote strong company image and maintain positive working relationships at all times including professional behavior with customers (very infrequent) and co-workers throughout the department (daily basis).
  - Provide outstanding customer service at all times.
  - Perform work according to established company policies and procedures.
  - Perform other duties as requested.

**Requirements:**

- **Education:**
  - High school diploma or equivalent.
- **Experience:**
  - One year of hands-on mechanical experience.
- **Other:**
  - Ability to perform basic math functions including addition, subtraction, multiplication, division, percent, and fractions.
  - Ability to read, write, and comprehend basic and routine 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 hoists, fork lift trucks, and other equipment following proper procedures.
  - Knowledge of various other hand held tools.
  - Although seldom, ability to work in confined spaces.
  - Infrequent travel may be required.



## JOB DESCRIPTION HUMAN RESOURCES

**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	C	
Walking	F	
Walking on Uneven Terrain	O	
Stair Climbing	O	
Driving	F	
Keyboarding (typing/data entry)	O	
Repetitive Motion	F	
Handling/Grasping	F	
Fingering	F	
Bending/Stooping	F	Filing required at all levels
Squatting	O	Filing required at all levels
Twisting	O	
Crawling	S	
Reaching	F	Heights: Arms length, overhead, WNL
Overhead Work	O	Heights: See reaching
Kneeling	F	
Balancing	F	
Climbing	F	
Crouching	F	
Hearing	WNL	Customers, supervisors, co-workers
Talking	WNL	Customers, supervisors, co-workers, groups
Vision 20/40 or Better	WNL	
Vision Color discrimination	WNL	Viewing various prompts on monitor
Vision Depth Perception	WNL	
Vision Full Field	WNL	

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

#### ENVIRONMENTAL CONDITIONS

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

#### REQUIRED PERSONAL PROTECTION EQUIPMENT

	Comments
<b>Clothing (Type)</b>	Appropriate for work site (office or in field)
<b>Safety Glasses</b>	Required when on Flanders property or as posted
<b>Goggles</b>	Must wear when customer or FE policy requires
<b>Earplugs</b>	Required when noise hazard present over 85 dB
<b>Ear Muffs</b>	Must wear when customer or FE policy requires
<b>Gloves</b>	Must wear when customer or FE policy requires
<b>Steel-Toe Boots/Shoe</b>	Must wear when customer or FE policy requires
<b>Respirator (Type)</b>	Must wear when customer or FE policy requires
<b>Other</b>	Other PPE must be worn when customer or FE policy requires

#### EQUIPMENT OPERATION

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

Physical Demands Reviewed By: Kyle Williams

Date: 01/10/12