

Title:	Balancing Technician I	Reports To:	Foreman/Coordinator
Department:	Balancing	Exemption:	Non-exempt
Date:	12-17-14	Shop:	Large/Small

Primary Purpose: Balance basic/routine rotating equipment including all in house and on-site rotating equipment.

Essential Functions: Performs under direction.

- Preparation
 - Read paperwork to determine job status, work authorizations/limitations, estimate, description of problems, customer requirements, and/or expected serviceability.
- Testing – Performs with supervision. Receiving training on the following testing areas.
 - Test electromechanical equipment for pass or fail criteria. Consult with Balancing Technician II or III on troubleshooting issues.
 - Use Data Collectors (FFT Spectral and Waveform data), Stroboscope, Soft-Ware, ICM Balancing Program, Feeler Gauges, Dial Indicator, and Analog Vibration Meters.
 - Operate shop balance machines.
- Correction of Rotating Components
 - Lift, tighten, adjust, and/or secure heavy objects in order to perform work duties.
 - Thoroughly inspect parts for wear and damage.
 - Make balance corrections to rotating assemblies.
- Test Run
 - Ensure proper set up on test plate.
 - Verify customer requirements.
 - Be aware of any abnormalities in test run (heat/rubbing noise, etc.).
 - Document all pertinent readings and paperwork.
 - Download vibration data into server.
- Paperwork
 - Maintain thorough paperwork throughout entire process including all company test sheets from receiving unit description to Quality Control Checklist.
 - Complete required paperwork for each job accurately and on a timely basis.
 - Report findings and recommendations to department coordinator.
- Other
 - Operate overhead hoist/cranes and critical lifts if trained. Operate fork lift trucks.
 - 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 limited) and 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.

Requirements:

- **Education:**
 - High school diploma or equivalent.
- **Experience:**
 - Basic knowledge of mechanical systems required. Two years of hands on mechanical and/or electrical experience preferred.
- **Other:**
 - Within approximately one year of employment, must work toward a Vibration Institute certification, Category I.
 - Ability to perform basic math functions including addition, subtraction, multiplication, division including understanding fractions.
 - Ability to use computer to enter work data into software.
 - Ability to read, write, and comprehend simple to moderately complex written and verbal instructions.



JOB DESCRIPTION HUMAN RESOURCES

- 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
- Although seldom, ability to work in confined spaces.

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	S	
Standing	C	
Walking	C	
Walking on Uneven Terrain	O	
Stair Climbing	F	
Driving	O	Approved drivers only
Keyboarding (typing/data entry)	F	
Repetitive Motion	F	
Handling/Grasping	C	
Fingering	C	
Bending/Stooping	F	
Squatting	F	
Twisting	F	
Crawling	F	
Reaching	C	Heights: Arms length, overhead, WNL
Overhead Work	F	Heights: See reaching
Kneeling	F	
Balancing	F	
Climbing	F	
Crouching	F	
Hearing	C	Customers, supervisors, co-workers
Talking	C	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 Overhead	C	Supplies and equipment
	11 to 25 lbs.	Floor waist	C	Supplies and equipment
	11 to 25 lbs.	Floor to waist	C	Supplies and equipment
	26 to 50 lbs.	Floor to waist	C	Supplies and equipment
	51 to 75 lbs.		F	Supplies and equipment
	76 to 100 lbs.		F	With assistance (mechanical/co-worker)
	Over 100 lbs.		F	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' +/-	C	With assistance
	51 to 75 lbs.		F	With assistance
	76 to 100 lbs.		F	With assistance
	Over 100 lbs.		F	With assistance

ENVIRONMENTAL CONDITIONS

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

REQUIRED PERSONAL PROTECTION EQUIPMENT

	Comments
Clothing (Type)	Arc related clothes
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, Self Rescuer

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	F
DOT Regulated Truck	S	(Copier, shredder, etc.)	
Hoists	C	Other – Electrical Test Equipment	C

Physical Demands Reviewed By: Darrell Goedde

Date: 01/11/12