

Title:	Controls Technician I	Reports To:	Foreman/Coordinator/Manager
Department:	Various	Exemption:	Non-exempt
Date:	10-22-14	Shop:	Large/Small

SAFETY SENSITIVE POSITION

Primary Purpose: Assemble control panels, assist with wiring panels, and assist with on-site installation of panels. May assist with the repair of electrical components.

Essential Functions: Performs under supervision.

- Technician
 - Assemble routine/basic control panels.
 - Read and interpret simple electrical layout drawings and diagrams.
 - Lay out enclosures, back panels, and components per drawings. Work with Engineer, Designer, Foreman and/or Controls Technician III to ensure proper placement.
 - Assemble and mount components to enclosure and back panels after approval.
 - Print wire labels and engrave panel tags.
 - Assist with installing and wiring controls per detailed electrical instructions/drawings/schematics.
 - Perform continuity and simple function test of control panels to verify wiring. Work with Engineer Designer, Foreman, and/or Controls Technicians III to correct issues that arise.
 - Prepare finished assemblies for shipment including wrapping, packaging, and strapping to skids.
 - Assist with tests and repairs of drives, contactors, circuit breakers, encoders and tach generators. Record results.
- 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 (infrequent) 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.

Requirements:

- **Education:**
 - High school diploma or equivalent.
- **Experience:**
 - No experience required if degreed. Two years of experience if non-degreed.
- **Other:**
 - Basic understanding of electrical characteristics of materials and their applications.
 - Basic understanding of electrical symbols, and electrical components including their uses and applications.
 - Familiarity of electrical test equipment including DMM's, Hipots, Meggar's, etc.
 - Knowledge of AC/DC motor control technology highly preferred.
 - Basic computer knowledge including Microsoft Office software.
 - Ability to perform basic math functions including addition, subtraction, multiplication, division, and fractions.
 - Ability to read, write, and comprehend basic to moderately complex 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 standard/routine duties within set company standards.
 - Ability to operate overhead cranes, hoists, fork lift trucks, and other equipment.
 - Ability to operate hydraulic shear, chop saw, band saw, drill press, etc.
 - 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	S	
Standing	C	
Walking	C	
Walking on Uneven Terrain	O	
Stair Climbing	S	
Driving	S	
Keyboarding (typing/data entry)	F	
Repetitive Motion	F	
Handling/Grasping	F	
Fingering	F	
Bending/Stooping	F	
Squatting	F	
Twisting	S	
Crawling	S	
Reaching	F	Heights: Arm's length, overhead, WNL
Overhead Work	F	Heights: See reaching
Kneeling	O	
Balancing	O	
Climbing	O	
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	C	Supplies and equipment; Job tasks
		Floor to overhead	F	Supplies and equipment; Job tasks
	11 to 25 lbs.	Floor to waist	F	Supplies and equipment
	26 to 50 lbs.	Floor to waist	O	Supplies and equipment
	51 to 75 lbs.		O	Supplies and equipment with assistance
	76 to 100 lbs.		S	Supplies and equipment with assistance
	Over 100 lbs.		S	Supplies and equipment with assistance
Carrying	10 lbs. or less	1000' +/-	C	Supplies and equipment, tools
	11 to 25 lbs.	100' +/-	F	Supplies and equipment, tools
	26 to 50 lbs.	25' +/-	O	Supplies and equipment, tools
	51 to 75 lbs.		O	With Assistance
	76 to 100 lbs.		S	With Assistance
	Over 100 lbs.		S	With Assistance

ENVIRONMENTAL CONDITIONS

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

REQUIRED PERSONAL PROTECTION EQUIPMENT

	Comments
Clothing (Type)	Uniform consistent with shop attire
Safety Glasses	Required when in shops or as posted
Goggles	Per job task
Earplugs	Required when noise hazard present over 85 dB
Ear Muffs	Required when noise hazard present over 85 dB
Gloves	Required per job task
Steel-Toe Boots/Shoe	Required
Respirator (Type)	½ face negative pressure and per job task
Other	

EQUIPMENT OPERATION

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

Physical Demands Reviewed By: Russ Siebert

Date: 10/09/12