

Title:	Motor Assembly Technician I	Reports To:	Foreman/Coordinator
Department:	Motor Assembly	Exemption:	Non-exempt
Date:	12-19-14	Shop:	Large

Primary Purpose: Assist with the assembly of basic to moderately complex electromechanical motors and equipment.

Essential Functions: Perform under direction.

- Preparation
 - Read job cards to determine job status, work authorizations/limitations, description of problems, and/or expected serviceability.
- Sub Assembly
 - Perform subassembly duties including assembling components of motors and other equipment.
- Testing
 - Perform basic test of electromechanical equipment and document accordingly.
 - Operate Megger, Surge Tester, Volt-Ohm Meter, Growler, Amp Meters, and Feeler Gauges as needed on jobs.
- Clean & Inspect
 - Clean electromechanical equipment assemblies as needed using various methods and steps including but not limited to parts washers/steamers.
 - Thoroughly inspect parts during and after cleaning.
- Parts Flow Process
 - Store parts and retrieve parts accurately according to job status.
- Final Assembly
 - Assist level II or III Technicians with the final assembly of motors per instructions for each specific job.
 - Lift, tighten, adjust, and/or secure heavy objects in order to perform work duties.
- Paperwork
 - Maintain thorough paperwork throughout entire assembly 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 co-workers within 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:**
 - 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.
 - 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



JOB DESCRIPTION HUMAN RESOURCES

- Ability to operate overhead cranes, fork lift trucks, and other equipment.
- 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	O	
Standing	C	
Walking	C	
Walking on Uneven Terrain	O	
Stair Climbing	S	
Driving	S	Approved drivers only
Keyboarding (typing/data entry)	O	Parts entry
Repetitive Motion	F	
Handling/Grasping	F	
Fingering	F	
Bending/Stooping	F	
Squatting	O	
Twisting	O	
Crawling	S	
Reaching	F	Heights: Arms length, overhead, WNL
Overhead Work	O	Heights: See reaching
Kneeling	F	
Balancing	F	
Climbing	O	
Crouching	O	
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 road/safety signs,
Vision Depth Perception	WNL	Operating powered industrial equipment motor repair
Vision Full Field	WNL	Operating powered industrial equipment motor repair

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	F	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.		S	Supplies and equipment
	76 to 100 lbs.		S	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' +/-	F	With assistance
	51 to 75 lbs.		S	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	S	Fumes/Dust/Mists/Gases	O
Odors	O	Altitude	S
Cold	S	Heat	F
Noise	O	Vibration	O
Confined Space	S	Slippery Surfaces	S
Wet	O	Weather	S

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

Physical Demands Reviewed By: Joe Patterson

Date: 01/20/12