



JOB DESCRIPTION

Job Title:	Licensed Electrician	Pay Grade:	
Department:	564-Building B General	Reports to:	Facilities & Maintenance Manager
Status	Non-Exempt/Hourly	Revision Date:	January 15, 2020

SUMMARY: This position is responsible for required operations incidental to the installation, maintenance and repair of electrical equipment and installations within the plant and offices such as motors, switchboards, rectifiers, transformers, starters, lighting and power circuits; special equipment such as air conditioning, heating and refrigerating units; maintain and repair electrical elements where electrical circuits or units are involved and certain operations requiring high voltage equipment such as primary distribution switchgear and high frequency heating equipment.

DUTIES AND RESPONSIBILITIES:

- Maintain and repair DC equipment, including generators, motors and variable speed controls, with special attention to commutators, brushes, and slip rings.
- May troubleshoot, repair and maintain complex electronic equipment including SCR drives, numerical control high frequency heaters, PA systems and amplifiers.
- Tear down complicated units determine extent of trouble, repair or replace work or defective parts of wiring and reassemble; plan to accomplish work with a minimum of interference or delay to production.
- Establish secondary distribution centers and install necessary equipment.
- Disassemble motors, clean, repair or replace worn or defective parts or wiring; adjust or replace brushes, bearing, connectors, and reassemble.
- Make proper field connections for forward or reverse motor rotation as required.
- Install and wire motors for a wide variety of machines and equipment; make proper connections to panel; switchboards and various units.
- Lay out and install wiring circuits in plant such as new lighting, alarm circuits, power lines; make alterations.
- May install all types of conduit making bends, threading and reaming where necessary.
- Repair switches, replace fuses, bulbs, etc.: make repairs to portable electric tools, fans and other smaller items of equipment.
- Make periodic check and inspection of electrical equipment, controls and installations in the facility as a matter of preventive maintenance.
- Detect unusual conditions, defective material or faulty operation and report to proper supervision.
- Maintain equipment and work areas in a clean and orderly condition.
- Perform other duties as assigned or required.

SUPERVISORY RESPONSIBILITIES:

- Yes

EDUCATION AND EXPERIENCE:

- High school diploma or GED; or 1 to 3 months related experience; or equivalent combination of education and experience.
- Must have Massachusetts Electrician's license and previous experience or training in field required.

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QUALIFICATIONS:

- Must have good oral and written communication.
- Must have good math, analytical, and problem-solving skills.
- Must have good technical and design skills.
- Must have good leadership and interpersonal skills.
- Must have basic computer knowledge (MS Word, Excel, Outlook and SAP).
- Requires the use of considerable judgement to plan, perform unusual and difficult work where only general methods are available. Must make broad decisions involving considerable initiative and ingenuity.
- Intense and exacting mental and visual attention, visualizing, planning, and laying out or otherwise performing very involved and complex work.
- Good oral and written communication skills; able to communicate within the work environment.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- The work environment consists of the manufacturing environment which may have exposure to noise, heat and rubber smells.
- Work in wet or humid conditions (non-weather) up to 1/3 of the time.
- Work near moving mechanical parts 1/3 to 2/3 of the time.
- Work in in high precarious places up to 1/3 of the time.
- Exposed to fumes or airborne particles up to 1/3 of the time.
- Work in extreme heat (non-weather) up to 1/3 of the time.
- Risk of electrical shock up to 2/3 to all the time.

Annual Testing			
X	Hearing Test		
X	Respirator Fit Testing		
	Vision Test		
Vision Requirements			
	Close Vision (clear vision at 20 inches or less)		Ability to adjust focus
	Distance Vision (clear vision at 20 feet or more)		Other: (specify)
X	Color Vision (ability to identify & distinguish colors)		No special requirements
Type of Personal Protective Equipment Required			
X	Safety Glasses	X	Protective Clothing: coveralls
X	Hearing Protection	X	Safety Shoes
X	Respirators		Other (please specify)

Physical Demands	Amount of Time Spent			
	None	Up to 1/3	1/3 to 2/3	2/3 to all
Standing			X	
Walking		X		
Sitting		X		
Use hands to handle or touch			X	
Use fingers to pinch or grasp			X	
Reach above shoulders			X	
Climb or balance			X	
Stoop, kneel, crouch or crawl		X		
Talk or hear			X	

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Smell or Taste		X		
Use foot/feet to operate machine		X		
Weight of material to lift	Time Spent			
	None	Up to 1/3	1/3 to 2/3	2/3 to all
Up to 10 pounds			X	
Up to 25 pounds			X	
Up to 50 pounds		X		
Up to 75 pounds		X		
More than 75 pounds	X			

Weight of material to push or pull	Time Spent			
	None	Up to 1/3	1/3 to 2/3	2/3 to all
Up to 10 pounds			X	
Up to 25 pounds			X	
Up to 50 pounds			X	
Up to 75 pounds	X			
More than 75 pounds	X			
	None	Up to 1/3	1/3 to 2/3	2/3 to all
Repetitive Motion	X			

Tools or Equipment Used	Time Spent			
(e.g. forklift or computer, etc.)	None	Up to 1/3	1/3 to 2/3	2/3 to all
Hand Tools				X

Travel Required	% of Time
Domestic	0%
International	0%

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Precis is an Equal Opportunity Employer.