



OW0015

08/28/2019

Job Title: **Maintenance Electrician Licensed or Unlicensed**

Shift: 3rd

Department: Operations

Location: Owatonna

Reports To: Maintenance Manager

FLSA Status:

3rd shift hours: 11:00pm-7:00am starting Sunday night.
\$2.50/hr Shift Premium

Position Purpose

- **Job Purpose** - Perform all electrical installations, maintenance and repair of company equipment; perform or assist in the installation, maintenance and repair of mechanical, hydraulic, pneumatic and plumbing systems.

Essential Duties & Responsibilities

- Perform a variety of electrical functions for installing or repairing equipment and machines in both plant and offices.
- Calculate load requirements of all new equipment and install new circuits.
- Install new machinery, fixtures and necessary electric, plumbing and related hook-ups for the equipment to become fully operational.
- Diagnose problems and repair machinery and equipment as promptly as possible to minimize down time; includes all electrical, hydraulic, mechanical and pneumatic machine operations
- Determine repair parts and supplies needed and requisition them through Maintenance Supervisor or Lead
- Record all electrical installations requiring state inspection in the Electrical Inspection Log.
- Follow job site safety policies and procedures to prevent injury to self and/or others; i.e. safety lockout devices, warning signs, face shields etc.
- Assist in developing and perform preventive and predictive maintenance on equipment and machines in plant and office.
- Assist in training B Electricians on job requirements and monitor their work to assure it is accordance with established methods and procedures.
- Use a variety of skilled trade technologies to repair and/or rebuild equipment.
- Must be knowledgeable of the safety requirements in the handling of chemicals and/or hazardous waste.
- Perform other duties as assigned.

Knowledge / Skills / Abilities

- Must have electrical and mechanical skills, hydraulic and pneumatic skills, ability to read blueprints and schematic drawings. Able to work cooperatively with people from all areas of the company.

- Six months to a year is necessary to learn the basics of the job. Three or more years on the job in addition to prior experience is necessary to handle all aspects of the job with minimal supervision.
- Position receives general supervision, only exceptional problems are referred to the supervisor. Assignments for projects are usually specifically assigned, those for repairs are in order of priority. The incumbent uses established procedures to complete tasks.
- Diagnoses problems with machines or systems, proceeds with necessary repairs to complete the job. Works independently and determines the most efficient manner of proceeding. Errors in judgment may not be detected until they have caused noticeable costs in time and money.
- May check and approve work of B Electricians and instruct and train others in method and procedures concerning machines and equipment.

Qualifications / Prior Experience

- Trade school background, and/or four-year apprenticeship. Extensive knowledge of Electrical Safety Codes. A valid Minnesota Class A Master, Class A Journeyman and/or Maintenance Electricians license is required. Must complete respirator training.
- Must possess own tools

Work Environment / Other Requirements

- The incumbent operates stand-up and sit-down forklift, hand tools, power hand tools, electrical testing equipment, programmable logic control interface equipment, precision measuring devices, as well as metal and wood fabrication equipment. Sustained high degree of care required to prevent damage to equipment.
- Exposure to more serious hazards of machine operation and electricity up to 480 volts. Routinely exposed to the potential of fire and chemical hazards. Occasionally exposed to varying degrees of heat and cold, dust and dirt, fumes, and poor lighting. Uniform safety practices consist of safety shoes, safety glasses and other devices as required.