

<b>Position Title:</b> Electrical Control Panel Builder	<b>Department:</b> Shop Team	<b>Reports To:</b> Facility Manager
<b>Level:</b> Entry	<b>FLSA Status:</b> Hourly Non-Exempt	<b>Supervisory Requirements:</b> N/A
<b>Position Summary:</b> The electrical control panel builder will be responsible for building and wiring electrical panels to UL 508A standards.		
<b>Essential Functions:</b>		
<ul style="list-style-type: none"> <li>• Check controls drawings for accuracy, mark up and maintain “as-built” drawings</li> <li>• Lay out and mount components to subpanels and enclosures; label and wire components and instruments</li> <li>• Report hours per job daily</li> <li>• Ensure continuity of circuits in electrical wiring to ensure the safety of the system</li> <li>• Cut, strip, bend and mount wires to connect electrical units within a panel/control box</li> </ul>		
<b>Knowledge &amp; Skills:</b>		
<ul style="list-style-type: none"> <li>• Be self-motivated and work independently</li> <li>• Competent in the safe use of hand tools and power tools</li> <li>• Good computer skills, proficient with wire and component labeling software, printers/plotters</li> <li>• Experienced with completing tasks on time</li> <li>• Demonstrated ability to read electrical diagrams and schematics</li> <li>• Ability to recognize and understand electrical symbols</li> <li>• Ability to work quickly while utilizing safe work practices</li> <li>• Team-Oriented</li> </ul>		
<b>Minimum Qualifications:</b>		
<ul style="list-style-type: none"> <li>• High school diploma or equivalent required</li> <li>• 2+ years experience with controls, wiring, and electrical systems preferred</li> <li>• Relevant machine build and panel build experience</li> <li>• Maintain current knowledge of NFPA, UL 508, NEC and awareness of IEC and CE as they relate to control panel build, and apply customer standards during build</li> <li>• Knowledge of Microsoft Word, Excel and Outlook</li> </ul>		
<b>Physical Requirements:</b>		
<ul style="list-style-type: none"> <li>• Must be able to lift and carry a minimum of 75lbs</li> <li>• Ability to climb stairs and ladders without restrictions</li> <li>• Ability to safely operate forklift</li> <li>• Must be able to work standing for most of the day</li> </ul>		
<b>Environment:</b>		
<ul style="list-style-type: none"> <li>• Manufacturing environment</li> <li>• Safety gear such as eye protective goggles should be worn on a regular basis</li> <li>• Must be able to handle varying levels of stress</li> <li>• Must contribute to a positive working environment</li> <li>• Must be a team player</li> </ul>		

All duties and responsibilities are essential job functions and requirements of this position. These are subject to possible modifications to reasonably accommodate individuals with disabilities. To perform this job successfully, the team member(s) will possess the skills, aptitudes and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels of knowledge, skill and abilities for this position. This in no way states or implies that these are the only job duties to be performed by the team member(s). Team member(s) will be required to follow any other job-related assignments, instructions and duties instructed by authorized personnel.

*This document does not create an employment contract, implied or otherwise other than an “at will” relationship.*

Employee Signature

Employee Name (Printed)

Date

Manager Signature

Manager Name (Printed)

Date