



Job Description

Job Title: Electrical Technician

FLSA Status: Non-Exempt

Summary:

This position is within the Operations team of RJS Corporation. The Electrical Technician's primary responsibility is to install and repair electrical systems, apparatus, electrical and electronic components of industrial machinery and equipment per established guidelines and standards. Proper electrical configuration and wiring of RJS products and machinery is a very important function within the company. The Electrical Technician position offers a variety of exposure to standard RJS equipment and custom machinery. Days and hours of work are typically Monday through Friday on first shift. Additional overtime may be available Monday through Friday and on weekends as needed.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Essential Duties and Responsibilities:

Under the direction of the area manager, the Electrical Technician duties and responsibilities include, but are not limited to, the following:

- Assemble, install, test, and maintain electrical or electronic wiring, equipment, appliances, apparatus, and fixtures, using hand tools and power tools
- Connects power supply wires to machines and equipment and connects cables and wires between machines and equipment
- Diagnose malfunctioning systems, apparatus, and components, using test equipment and hand tools, to locate the cause of a breakdown and correct the problem
- Replaces faulty electrical components of machine such as relays, switches, and motors, and positions sensing devices
- Inspect electrical systems, equipment, and components to identify hazards, defects, and the need for adjustment or repair, and to ensure compliance with codes
- Replaces electric motor bearings and rewires motors
- Test electrical systems and continuity of circuits in electrical wiring, equipment, and fixtures, using testing devices such as ohmmeters, voltmeters, and oscilloscopes, to ensure compatibility and safety of system
- Maintain a clean work area, returning equipment and tools at the end of the day
- Assist other departments and functions as needed

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies:

- Competent in required job skills and knowledge

- Ability to Read and interpret blueprints, schematics, and other instructions written or verbal, to complete work according to established guidelines and quality standards
- Follow personal protective equipment requirements
- Self-motivated and requires minimal supervision
- Identifies and resolves problems in a timely manner
- Exhibits ability and willingness to learn and apply new skills
- Exercise personal responsibility and perform work consistently to required standards
- Demonstrate consistent and timely attendance
- Working cooperatively with others
- Owning and exhibiting RJS Core Values – *“Work Smart, Work Safe”*; *“RJS Pride – Quality and Service”*; *“Reaching Success Through Teamwork”*; *“Innovation and Continuous Improvement For Over 65 Years”*; *“Own Our Work, Own the Market”*

Mathematical Skills:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Education and/or Experience:

Technical degree or certification preferred but not required. Six months of related experience, or equivalent combination of education and experience.

Physical Demands:

While performing the duties of this Job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms. The employee is occasionally required to climb or balance; talk and hear. The employee may occasionally be required to sit, stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment:

While performing the duties of this Job, the employee is regularly exposed to moving mechanical parts and risk of electrical shock. The noise level in the work environment is usually moderate.

I hereby acknowledge that I have read and understand the daily job duties of my position with RJS Corporation and can perform them without change or accommodation.

Employee Name (Printed): _____

(Signature): _____

Date: _____