

POSITION DATA					
JOB TITLE:	Electrician	REPORTS TO:	Maintenance Manager	SALARY GRADE:	\$25 to \$32
DEPARTMENT:	Repair Shop	LOCATION:	Oakfield	FLSA STATUS:	Non-Exempt
JOB SUMMARY					
<p>Serve as a resource and key member of the maintenance department in all matters regarding the facility electrical and automated systems. Assist in the dismantling, design, changing machinery or equipment in as far as the fulfillment of equipment power requirements.</p> <p><i>Nortera Foods, USA Inc. is dedicated to ensuring the safety of its employees, food products and meeting the requirements of the SQF 2000 code. As such employees must understand how their job description involves food safety and quality and meeting the applicable sections of the code.</i></p>					
ESSENTIAL FUNCTIONS					
<ul style="list-style-type: none"> ▪ Change and modify blueprints after changes and modifications have been made on equipment ▪ Install, maintain and repair secondary electrical systems such as but not limited to general wiring, lighting and communication systems ▪ Install, maintain and troubleshoot power distribution equipment systems, rotating equipment, motor drives, standby power systems and associate control systems ▪ Ability to work with systems of up to 480 volts. ▪ Maintain and operate test and measuring instruments and equipment to determine functional operation of electronic and electrical systems ▪ Maintain and troubleshoot industrial instrumentation devices and associated systems ▪ Maintain an inventory on all parts used in the department and work in conjunction with the parts coordinator ▪ Perform preventative and predictive maintenance as established by the maintenance program ▪ Communicate with other departments to identify and troubleshoot equipment problems ▪ Help to maintain the highest quality of finished product ▪ Adhere to 5S standards and clean up litter caused from repairs/maintenance ▪ Initiate ideas or equipment modification that will help lower operating costs ▪ Follow a daily work activity schedule to meet maintenance objectives. Estimate materials and time needed to complete activities to ensure completion of tasks ▪ Adhere to all company Good Manufacturing Practices (GMP's) ▪ Immediately inform Manager/Supervisor of safety, sanitation, and quality issues ▪ Perform other duties as assigned. 					
QUALIFICATIONS					
KNOWLEDGE, SKILLS AND ABILITIES		<ul style="list-style-type: none"> ▪ Ability to interpret and properly read an electrical diagram. ▪ Ability to comprehend facility blueprints and schematics, initiate revisions when applicable and effectively troubleshoot panels and other related equipment for proper operation. ▪ Ability to install and troubleshoot electrical circuitry ▪ Ability to maintain a safe and clean work area ▪ Ability to work effectively in a team environment ▪ Ability to effectively communicate with others 			

	<ul style="list-style-type: none"> ▪ Knowledge of Programmable Logic Controls (PLC's), Inverters (Variable Frequency Drives VFD's) and their associated devices and systems ▪ Knowledge of OSHA training in hearing conservation, blood borne pathogens, confined space and hazard communication (HAZCOM) ▪ Knowledge of electrical materials, tools, equipment, and systems ▪ Knowledge of building services such as water, heating, electrical, gas, etc. ▪ Knowledge in the use of the following instruments/equipment; volt, ohm, ammeter, megohmmeter, micrometer, cutting torch, lathe, calipers, milling machine, drill press, grinder, pipe threading equipment, taps and dies, band saw, metal break, and all associated hand tools ▪ Must be trained and certified to operate forklift and scissor's lift ▪ Must have OSHA authorized experience in Electrical , Hot Work, Lock-out Tag Out, PPE, and fire extinguisher usage ▪ Must be flexible to support business needs that includes weekends and other off shifts 		
<p>PHYSICAL DEMANDS</p>	<p>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <ul style="list-style-type: none"> ▪ Constant standing ▪ Frequent walking, climbing, bending, twisting/turning, reaching, hand/eye coordination, lifting up to 50lbs. finger/wrist dexterity ▪ Occasional stooping, kneeling, crouching, pulling/pushing, driving ▪ Specific vision abilities are required by this job to include close vision, color vision, depth perception and the ability to adjust focus. <p>Appropriate work intensity level: Medium-Heavy</p>		
<p>WORK ENVIRONMENT</p>	<p>The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable the individuals with disabilities to perform essential functions.</p> <ul style="list-style-type: none"> ▪ Noisy conditions ▪ Dusty conditions ▪ Hot or humid conditions ▪ Wet conditions ▪ Exposure to extreme/seasonal temperatures ▪ Exposure to chemicals or solvents ▪ Work near moving mechanical parts 		
<p>EXPERIENCE</p>	<p>Two (2) to Three (3) years experience as an Industrial Electrician, preferred</p>		
<p>EDUCATION</p>	<p>Two years of electrical technology education or other related field, preferred</p>		
<p>APPROVALS</p>			
<p>REVIEWED BY:</p>		<p>DATE:</p>	
<p>APPROVED BY:</p>		<p>DATE:</p>	
<p>HUMAN RESOURCES:</p>		<p>DATE:</p>	

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities. Nortera Foods, USA reserves the right to amend and change responsibilities to meet business and organizational needs as necessary. A position description is written for each position in our company and maintained on file with HR. The purpose of these position descriptions is to define job standards and essential functions and physical requirements, as well as marginal or peripheral duties and reporting relationships for the various positions throughout our company. Employees may request a copy of their position description at the time of hire and whenever accountabilities change significantly. Position descriptions are designed to promote a better understanding of the total job for both employees and supervisors. Supervisors will refer to position descriptions during the recruitment and hiring process, as well as during performance appraisal discussion. Position descriptions are updated periodically to reflect changes in job duties and organizational structure. Employees should schedule time to meet with their supervisor if they believe their position description needs updating or if they have questions.