

## JOB DESCRIPTION

### TITLE

Electrical Assembler I – E Box

### ACCOUNTABLE TO

Team Leader / Shift Leader or Designated Assistant Team Leader

### NATURE/SCOPE

All aspects of electrical assembly of electrical boxes (e-boxes) for heat exchanger packages and chillers. Check and confirm work in accordance with job specifications, procedures and quality standards. Work with close supervision as part of a team.

### RESPONSIBILITIES

Include, but are not limited to:

- I. Read and interpret bills of material and blueprints on standard jobs
  - A. Check the parts against the bill of material to confirm that all parts are received and correct; check serial numbers, voltage, phase, etc.
  - B. Understand the layout of e-boxes and panels for standard machines.
- II. Plan and perform diversified duties related to standard machines.
  - A. Maintain high quality workmanship.
  - B. Maintain good productivity.
  - C. Use stud welding machine.
  - D. Mount electrical components, such as disconnects, transformers, starters, overloads, fuse blocks, etc., to e-box panel.
  - E. Drill and punch holes for components in e-boxes.
- III. Confirm quality and complete Datapack when the e-box is finished.
  - A. Check dimensions such as right size panel / e-box according to print.
  - B. Check wire locations according to print.
  - C. Pull wires to be sure all connections are tight.
- IV. Observe all company rules and policies.
  - A. Observe company safety practices.
  - B. Maintain good housekeeping.
  - C. Be punctual in observance of work times, breaks and overall attendance.
  - D. Ability to work cooperatively with others in your team.
- V. Such other duties and responsibilities as assigned by supervisor.

## Electrical Assembler I – E Box (cont.)

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Read, write and do simple math.
- Good mechanical ability.
- Ability to read tape measure.
- Ability to read and interpret blueprints and bills of material.
- Ability to safely and properly use soldering guns and soldering irons.
- Ability to size wire.
- Ability to safely and properly use a wide variety of shop tools, including hand and power tools, and the ability to operate a power band saw.
- Physical and visual acuity at a level effectively perform duties. Be able to stand for long periods of time, sit, bend, and kneel. Be able to push or pull at least 50 pounds and be able to lift (safely) at least 40 pounds.
- Ability to work cooperatively with others.
- Ability to work with some supervision.

### WORKING ENVIRONMENT.

Skilled manufacturing shop with small to medium size machinery. Exposure to moderate amount of dust, dirt and noise. Ambient air temperature fluctuates seasonally.

The statements in this job description are intended to describe the essential functions and related requirements of persons assigned to this job. They are not intended to be an exhaustive list of all job duties, responsibilities and requirements.