



## Position Description

**Title:** Control Panel Fabrication Technician

**Department:** Production

**Reports To:** Shop Supervisor

**FLSA Status:** Non-exempt

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**Summary:** This individual will layout, build and wire electrical panels, and wire process and control equipment using electrical blueprints. He/she may wire panels and skids for testing.

**Essential Duties:** Essential job duties for this position include the following items. Other duties must be performed as assigned or required.

- Layout, build, and wire electrical panels to specific codes and customer requirements
- Wire process and control equipment using electrical blueprints
- Maintain appropriate documentation for UL/or other specific code requirements
- Wiring panels and skids for testing
- Maintain a clean work area
- Perform all job functions and tasks in compliance with company safety program
- Work toward continuous quality improvement
- Uphold, support, and promote all company policies and procedures
- Perform all other tasks as required

**Supervisory Responsibilities:** None

**Qualifications:** To perform this job successfully, the individual in this position must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the minimum knowledge, skills and ability required.

**Education/Experience:**

- High School diploma/GED, related Technical school or some college preferred
- Two or more years of experience in the fields of panel layout, electronics and electrical components.
- Experience in manufacturing and fabrication, with a strong electrical/mechanical aptitude highly desired
- Ability to use AutoCAD software, Microsoft Office software, calculator and to read/understand engineering drawings, highly desired
- Ability to troubleshoot/repair electrical/mechanical components, preferred
- Skilled experience using power tools and hand tools required

**Language Skills:**

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.



## Position Description

### Mathematical Skills:

- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry, and utilize a calculator.

### Reasoning Ability:

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.

### Certificates, Licenses, Registrations:

- Valid drivers license required

**Physical Demands:** 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.

- Ability to perform job functions in a confined space.
- Standing – Approximately greater than 2/3 of on-the-job time.
- Walking – Approximately less than 1/3 of on-the-job time.
- Sitting – Approximately less than 1/3 of on-the-job time.
- Use of hands to finger, handle or feel – Approximately greater than 2/3 of on-the-job time.
- Reaching with hands and arms – Approximately greater than 2/3 of on-the-job time.
- Climbing or balancing – Approximately less than 1/3 of on-the-job time.
- Stooping, kneeling, crouching or crawling – Approximately less than 1/3 of on-the-job time.
- Talking or hearing – Approximately greater than 1/3 of on-the-job time.
- Tasting or smelling – Approximately less than 1/3 of on-the-job time.
- Weight lifted/Force exerted – An average of approximately more than 50 pounds, less than 1/3 of on-the-job time, non-continuously.
- Ability to operate overhead cranes and forklift trucks
- Vision – Close vision (clear vision at 20 inches or less), Distance vision (clear vision at 20 feet or more), Color vision (ability to identify and distinguish colors), Peripheral vision (ability to observe an area that can be seen up and down or to the left and right, while eyes are fixed on a given point), Depth perception (three-dimensional vision, ability to judge distances and spatial relationships), and Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

Vision requirements listed are primarily applied to detailed technician work, various machinery and tool usage and reading of CAD drawings and other instruction manuals.



## Position Description

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job.

Environmental – Exposure to potentially hazardous environmental conditions may include the following:

- Wet or humid conditions (non-weather) – Approximately less than 1/3 of on-the-job time.
- Work near moving mechanical parts – Approximately greater than 2/3 of on-the-job time.
- Work in high, precarious places – Approximately less than 1/3 of on-the-job time.
- Fumes, gasses or airborne particles – Approximately 1/3 to 2/3 of on-the-job time.
- Toxic or caustic chemicals – Approximately less than 1/3 of on-the-job time.
- Outdoor weather conditions – Approximately less than 1/3 of on-the-job time.
- Extreme cold (non-weather) – Approximately less than 1/3 of on-the-job time.
- Extreme heat (non-weather) – Approximately less than 1/3 of on-the-job time.
- Risk of Electrical Shock – Approximately less than 1/3 of on-the-job time.
- Vibration – Approximately less than 1/3 of on-the-job time.

Noise: Loud – (noise levels not exceeding 85dB)