
Job Description – Electric Panel Builder

Summary: The Panel Builder is responsible for assembling and wiring control panels according to electrical prints.

Essential Duties and Responsibilities: Including but not limited to the following:

General:

- The assembly and wiring of control panels, operator stations, junction boxes, etc. with no assistance, working from blueprints.
- Make decisions related to the project in conjunction with the engineering group.
- Must have a strong understanding of electrical processes.
- Must be able to read and interpret electrical prints. The ability to predetermine any problems that may come up and answer any questions regarding prints.
- Offer suggestions for improving the operation of the department.
- Continuously strive to improve the quality and quantity of work produced.
- Work well with others to complete the project(s) assigned in the allotted time.
- Plan work requirements to complete the project(s) on time (hours, components, purchased parts).

Equipment Operation:

- Operate drill press, radial drill, bench grinder proficiently observing all safety rules.
- Use a variety of hand tools; drills, grinders, impact wrench, torque wrench, etc.
- Operate a forklift in a proper and safe manner.
- Operate overhead cranes in a proper and safe manner.
- Operate band saws correctly and safely using correct speeds and feeds.

Knowledge:

- Understand and have a working knowledge of the National Electrical Code.
- Understand and have a working knowledge of basic electricity.
- Understand the working of electrical devices.
- Understand and have a working knowledge of basic machine shop practices.

Skills:

- Ability to correctly size, lay-out and wire junction boxes.
- Ability to rig equipment safely for movement.
- Lay out center lines, correct and square for panel layout.
- Mount and wire electrical components correctly.

Responsibilities:

- Verify all mechanical and electrical components are supplied by the stockroom. If no shortage form is filled out and given to the stock room.
- Notify the paint department when major touch up is required before proceeding with the assembly.
- Completion of project(s) before due date. Notify Plant Manager or Supervisor of any problems that will delay completion.
- Return all tools, straps, parts, etc. to the proper storage location.
- Clean up work area daily.

Education and/or Experience:

High school diploma or general education degree (GED); and/or three to five years related experience and/or training; or an equivalent combination of education and experience.

Language skills:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Mathematical Skills:

Ability to work with mathematical concepts, fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions in written, oral, diagram or schedule form.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While perform the duties of this job, the employee is regularly required to stand, walk & use hands to finger, handle, feel objects, tools, or controls. Reach with hands and arms, climb or balance, and stoop, kneel, crouch, or crawl. The employee frequently is required to talk or hear. The employee is occasionally required to sit. The employee must lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus.

Job Type: Full-time

Pay: \$17.00 - \$20.00 per hour