



Job Title:	Electrical Technician	FLSA Status:	<i>Non-Exempt</i>
Department:	Operations	Date Created:	November 2017
Reports To:	Equipment Manager	Reviewed By:	Asst. Ops Manager

POSITION SUMMARY:

Plans, lays out, and performs all operations required to install, troubleshoot, and repair electrical and electronic equipment and controls including automatic micro-processing equipment. Works closely with engineers and maintenance supervisors, in all aspects, in planning systematic maintenance of electronic systems and instrumentation.

RESPONSIBILITIES/ACCOUNTABILITIES: All personnel are responsible for meeting the Quality Objectives in their position/department. *Other duties may be assigned beyond the core responsibilities/accountabilities listed below.*

1	30%	Assisting with pipe finishing's electric instrument equipment debugging, patrol, maintenance, repair, and the plan for repair.
2	30%	Assisting with preparing and revising daily tally, long-short duration tally card, and preparing maintenance plan as needed.
3	10%	Responsible for assisting in pipe finishing plant's electric instrument equipment maintenance cost budget, and the audit of the final accounts as needed.
4	10%	Assisting in planning the pipe finishing plant's electric instrument equipment technical modification and improvement measures as needed. Participate in analysis and investigation of equipment accidents and quality accidents.
5	10%	Planning the pipe finishing plant's electric instrument equipment installation precision parameters records. Complete and maintain the original records and other various reports including, but not limited to, installation precision parameters records, and important equipment files.
6	10%	Planning, receipt, issuing, and management of the materials needed for equipment maintenance and repair.

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

1. High School Diploma or GED.
2. Valid Texas Driver's License.
3. Technical trade school a plus.
4. Requires a minimum of three (3) years' experience or more, industrial or facilities operation preferred.
5. Forklift and operating an overhead traveling crane experience preferred.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to effectively deal with other people, especially other Company personnel, to enlist needed cooperation in implementing regulatory requirements
- Ability to work various shifts.

- Must have a team player attitude and have a commitment to SAFETY.
- Knowledge of compiling reports and ensuring compliance.
- Requires, at all times, wearing protective and safety equipment.
- Ability to effectively use a computer for data entry, reporting and word processing.
- Applicant should have knowledge and should be skilled in this field through education and work experience.

PHYSICAL REQUIREMENTS:

- Ability to work in heat, cold, dust, noise/vibration and confined space and hazardous conditions.
- Ability to work in a high temperature environment, working high above the ground and work in outdoor environment.
- Normal physical activity includes frequent sitting, standing, and walking in a usual workday.
- Requires frequent bending, stooping, squatting, kneeling, crawling, climbing a ladder and stairs, and reaching above shoulder level.
- Requires employee to occasionally lift and carry heavy objects weighing 50 – 100 lbs.
- Requires retrieving files by pulling out and pushing in potentially heavy filing cabinet drawers and other objects.

TRAINING EXPECTATIONS:

- Upon hire, employee will receive necessary rules and regulations.
- Every year in this position staff will attend training and continuing education as required for the position.
- Everyone is responsible for safety.

SIGNATURE: _____ DATE: _____
Employee

COMPETENCY:

The above employee has demonstrated the capability to satisfactorily perform the responsibilities of this position after the 90-day Introductory Period.

APPROVAL: _____ DATE: _____
Department Manager/Supervisor