

## Electrical Panel Builder

**Classification:** Non-Exempt Hourly  
**Salary Grade:** TBD  
**Reports to:** Production Manager / Team Leader  
**Version/Date:** A20180125

### Summary/Objective

Assembles products in accordance with established standards and ISO guidelines.

### Essential Job Functions

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

1. Read and follow electrical schematics in written, oral and diagram form
2. Lay out, drill, tap and assemble electrical sub-panels and enclosures
3. Wire and label electrical sub-panels and enclosures
4. Solve problems involving multiple concrete variables in standardized situations
5. Update/write procedures according to job assembly practices
6. Learn and use material flow and job packets information
7. Complete all required reports and associated paperwork
8. Must authorize, pass and adhere to company drug testing requirements
9. Maintain a professional appearance

### Competencies

1. Working knowledge of electrical theory and wiring principles
2. Proficiency with common power tools – hand drill, etc.
3. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
4. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
5. Clear, concise and effective verbal and written communication skills
6. Basic computer skills including file structure and navigation
7. Ability to utilize time management software
8. Self-motivated, focused and results oriented. Self-determined and driven to achieve defined goals.

### Supervisory Responsibility

This position has no direct supervisory responsibilities

### Work Environment

A person in this job operates in a manufacturing production environment. This role routinely uses tools and equipment such as power drills, saws, brazing equipment and measuring devices.

While performing the duties of this job, the employee is frequently exposed to work near moving mechanical parts. The employee is occasionally exposed to fumes or airborne particles; risk of electrical shock and vibration. The noise level in the work environment is usually loud.

### Physical Demands

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include ability to adjust focus. While performing the duties of this job, the employee is regularly required to stand; walk and use hands. The employee is frequently required to reach with hands and arms and talk or hear. The employee is occasionally required to sit; climb or balance and stoop, kneel, crouch, or crawl.



<p><b>Position Description</b></p> <p><b>Electrical Panel Builder</b></p>
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**Position Type/Expected Hours of Work**

This is a full-time position, and days and hours of work are Monday through Friday, 7:00 a.m. to 3:30 p.m. Overtime is required, including Saturdays.

**Travel**

No routine travel.

**Required Education and Experience**

High school diploma or general education degree (GED); and two to four years related experience and/or training; or equivalent combination of education and experience. Experience in control wiring and control panel building (3+ years). Experience in reading and interpreting blueprints. Experience using a micrometer and a volt meter

**Preferred Education and Experience**

One (1) to two (2) years of production experience in a fabrication manufacturing environment.

**Additional Eligibility Qualifications**

None

**Work Authorization/Security Clearance**

None

**AAP/EEO Statement**

The company provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, the company complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

**Other Duties**

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**HOW TO APPLY:** Submit cover and resume by email, mail or fax:

Email: [patty@northernairtech.com](mailto:patty@northernairtech.com), Address: 3605 Buffalo Rd, Rochester, NY 14624, Fax: 585-594-8888