

**Position:** Industrial Electrician Job Description

**Location:** IKO Hagerstown

**Classification:** Non-Exempt

**Reports to:** Maintenance Superintendent

**Position Overview**

The primary function of this role is to maximize plant performance and run time through troubleshooting and repair of electrical equipment.

**Key Responsibilities**

* Manage assigned work orders
* Troubleshoot and repair electrical equipment in a manufacturing plant
* Work in a team setting with other tradesmen, employees and management
* Work with automated equipment and VFD’s, computers, AC/DC drives, HMI’s and PLC’s
* Understand and comply with all safety policies, procedures and regulations with respect to Health and Safety
* Comprehend and use technical manuals, schematics, blueprints and electrical code specifications
* Organize and practice good housekeeping of work area, tools, and parts
* Maintain spare parts inventory
* Plan and oversee testing and calibration of electrical and electronic equipment and tools on a scheduled basis
* Respond to emergency situations as necessary
* All other duties as assigned

**Required Education and Experience**

* Minimum five (5) years electrical maintenance experience in a plant setting
* Must possess superior analytical and troubleshooting skills
* Excellent communication and organizational skills
* Work with minimal supervision
* Experience with various instrumentation sensors and transmitters
* Install, maintain and troubleshoot distribution and control equipment such as switches, relays, circuit breakers and fuse disconnects
* Ability to run conduit and knowledge of relevant codes
* Ability to manage time effectively while handling multiple jobs with varying priorities
* Proficient in diagnosing and testing motors and motor control circuits
* Knowledge of Allen Bradley Drives, Relay Logic, PLCs and Programming
* Fluent in verbal and written English

**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 the job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; use hands to handle or feel (manual dexterity); and reach with hands and arms. This position is active and requires standing, walking, bending, kneeling, stooping, crouching, crawling and climbing all day. The employee must be able to work at heights and in confined spaces. The employee must frequently lift and move items over fifty (50) pounds. Specific vision abilities for this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to focus.

**Position Type and Expected Hours of Work**

* This is a full-time position
* Subject to 24 hour on call duties
* Ability to work shift, weekend and overtime work required
* Open availability (12 am to 12 pm, seven days per week)

**Environment**

While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles, moving mechanical parts and vibration. The employee is occasionally exposed to a variety of extreme conditions. The noise level in the work environment may be loud.

**Travel**

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected.

**Equal Opportunity Policy**

IKO provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation and training.

**Work Authorization**

This position requires the legal ability to work in the United States.

**Other Duties**

Please note 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.

**Acknowledgement**

I have reviewed this job description and understand all my job duties and responsibilities. I am able to perform the essential functions as outlined with or without accommodation. I understand that my job may change on a temporary or regular basis according to the needs of IKO. If I have any questions about job duties not specified in this description that I am asked to perform, I should discuss them with my immediate supervisor or Human Resources.

Revised: 4/2019