

POSITION DATA					
<b>JOB TITLE:</b>	Repack Electrician A	<b>LOCATION:</b>	Brockport	<b>SHIFT</b>	7am to 3pm
<b>DEPARTMENT:</b>	Repair	<b>REPORTS TO:</b>	Maintenance Manager	<b>FLSA STATUS:</b>	Non-Exempt
JOB SUMMARY					
<p>Serves as a key member of the maintenance department, and is a resource to the facility and maintenance manager(s) in all matters regarding the facility electrical system. Point person for the dismantling, design, changing machinery or equipment is as far as electrical wiring. Experienced with Single, Dual, and Three Phase Electrical applications.</p> <p><i>Nortera Foods USA Inc. is dedicated to ensuring the safety of its employees, food products and meeting the requirements of the SQF 2000 code. As such employees must understand how their job description involves food safety and quality and meeting the applicable sections of the code.</i></p>					
ESSENTIAL FUNCTIONS					
<ul style="list-style-type: none"> <li>▪ Maintain proper and legible records of the electrical system as changes or additions require.</li> <li>▪ Ensures that all maintenance performed on the facility electrical processes is done in accordance with federal, state, and municipal codes and guidelines.</li> <li>▪ Serves as the lead person (SPO) for the facility’s written program for electricity.</li> <li>▪ Maintain good housekeeping.</li> <li>▪ Always works in a safe manner.</li> <li>▪ Maintains all basic hand tools, and tools to do all repairs.</li> <li>▪ Installs, repairs, and maintains all types of equipment, lighting, electrical generation and distribution systems. Assists other trades, plumbing, mechanics, refrigeration, etc. with any/all electrical problems they may encounter.</li> <li>▪ Read and thoroughly comprehend electrical schematics, one line diagrams, building equipment, electrical circuitry, equipment loads, wire size, conduit size, over current protection, and follows national electrical code guidelines for electrical repair and new equipment installation.</li> <li>▪ Assists in the planning of all new equipment installation or rearrangements including layout and purchase of materials, scheduling with utility providers, and cost estimates as necessary.</li> <li>▪ Create and maintain records on all equipment worked on, and assist with maintaining inventory of stock room for appropriate parts inventory.</li> <li>▪ Brings to the attention of management any ideas or equipment modifications which will help lower production costs.</li> <li>▪ Responsible for using protective guards/equipment provided.</li> <li>▪ Responsible for obeying warning tags/ signs when working on equipment.</li> <li>▪ Assists machine operators with equipment adjustments as needed.</li> <li>▪ Assists with maintaining an electrical preventative maintenance schedule on all equipment.</li> <li>▪ Able to fill in for other maintenance related personnel as needed.</li> <li>▪ Direct installation of electrical circuitry and instruct others how to troubleshoot the same.</li> <li>▪ Help to produce the highest quality of finished product</li> <li>▪ Adhere to all company Good Manufacturing Practices (GMP’s)</li> <li>▪ Demonstrate a personal commitment to safety</li> <li>▪ <b>Report any food safety, health &amp; safety, quality concerns to your immediate supervisor, (MANDATORY)</b></li> </ul>					
QUALIFICATIONS					
<b>KNOWLEDGE, SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>▪ Knowledge and understanding of the electrical circuits and the facility electrical system.</li> <li>▪ Knowledge in the use of the following instruments/equipment: Volt, ohm, ammeter, Micrometer, Cutting Torch, Lathe, Calipers, Milling Machine, Drill Press, Grinder, Pipe Threading Equipment, Taps and Dies, Band Saw, Metal Break, All Associated Hand Tools.</li> <li>▪ Knowledge and understanding of technical manuals/jargon associated with the electrical system operation, adjustment and repair.</li> </ul>				

	<ul style="list-style-type: none"> <li>▪ Knowledge of building services such as water, heating, electrical, gas, etc.</li> <li>▪ Ability to comprehend facility blueprints and schematics.</li> <li>▪ Knowledge of Arc Flash requirements and related safety protocol including proper personal protective equipment.</li> <li>▪ Willingness to learn new tasks and attend training seminars as required that is necessary for continuing education to maintain levels of certification.</li> <li>▪ Must be dependable</li> <li>▪ Ability to work independently with minimal supervision</li> <li>▪ Ability to problem solve, analyze, and identify problems, responding quickly and effectively as necessary.</li> <li>▪ Writes and speaks clearly and concisely in a variety of settings, using effective communication skills.</li> <li>▪ Knowledge of regulatory and safety practices as they apply to the working environment.</li> <li>▪ Possess teamwork and diversity awareness by listening to all points of view.</li> </ul>		
<b>PHYSICAL DEMANDS</b>	<p>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.</p> <ul style="list-style-type: none"> <li>▪ Frequent lifting/carrying up to 40lbs. Occasionally up to 100lbs</li> <li>▪ Occasional pushing/pulling up to 100lbs.</li> <li>▪ Occasional bending, squatting, twisting, climbing, crawling, reaching, sitting, typing, driving</li> <li>▪ Frequent dexterity, standing, walking</li> <li>▪ Specific vision abilities are required by this job to include close vision, color vision, depth perception and the ability to adjust focus.</li> </ul> <p><b>Appropriate work intensity level:</b> Medium – Heavy</p>		
<b>WORK ENVIRONMENT</b>	<p>The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable the individuals with disabilities to perform essential functions.</p> <ul style="list-style-type: none"> <li>▪ Noisy conditions</li> <li>▪ Dusty conditions</li> <li>▪ Hot or humid conditions</li> <li>▪ Wet conditions</li> <li>▪ Exposure to extreme/seasonal temperatures</li> <li>▪ Exposure to chemicals or solvents</li> <li>▪ Work near moving mechanical parts</li> </ul>		
<b>EXPERIENCE</b>	Three (3) to Five (5) years as an industrial electrician		
<b>EDUCATION</b>	Accredited Electrical Apprentice or Journeyman’s certificate, or Demonstrated Knowledge of all requirements.		
<b>APPROVALS</b>			
<b>REVIEWED BY:</b>		<b>DATE:</b>	
<b>APPROVED BY:</b>		<b>DATE:</b>	
<b>HUMAN RESOURCES:</b>		<b>DATE:</b>	

*The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities. Nortera reserves the right to amend and change responsibilities to meet business and organizational needs as necessary. A position description is written for each position in our company and maintained on file with HR. The purpose of these position descriptions is to define job standards and essential functions and physical requirements, as well as marginal or peripheral duties and reporting relationships for the various positions throughout our company. Employees may request a copy of their position description at the time of hire and whenever accountabilities change significantly. Position descriptions are designed to promote a better understanding of the total job for*

## **Repack Electrician A Position Description**

*both employees and supervisors. Supervisors will refer to position descriptions during the recruitment and hiring process, as well as during performance appraisal discussion. Position descriptions are updated periodically to reflect changes in job duties and organizational structure. Employees should schedule time to meet with their supervisor if they believe their position description needs updating or if they have questions.*