

Controlled Fluids, Inc.
Job Description

Electrical Technician

Reporting Relationship and Functional Role

This person reports directly to the Production Manager. The Electrical Technician is primarily responsible for the designing, wiring, testing, and troubleshooting of electrical components and systems.

Requirements & Conditions

Education: High school diploma or equivalent; higher level of education preferred.

Experience: 8+ years experienced and/or has an ASS in Electrical Technology/ or other certified schooling.

Skills, Knowledge, Abilities: Proficient in Microsoft Word, Outlook, and Excel; strong knowledge of drawings and electrical codes; proven ability to troubleshoot electrical components and systems in the field per customers requests is required; proven ability to work well with others, especially under stressful situations.

Character Traits: Team oriented and spirited, dependable, integrity, strong interpersonal and communication skills (both written and oral), organized, and able to handle multiple assignments with strict deadlines.

Physical Requirements: Standing, sitting, climbing, walking, crouching, stooping, twisting, and bending.

Working Conditions/Environment: Shop conditions (no central heat or air condition); some outdoor work required; uniforms supplied.

Responsibilities and Job Duties

Job Responsibilities

- Wire electrical components to drawings, per instructions, or to code.
- Reading electrical prints.
- Troubleshoot electrical systems for repair, research, and design.
- Assist/perform evaluations and/or repairs based on their area of expertise; per the job traveler, procedures, drawings, and verbal instructions.
- Assist/perform the assembly process and testing of hydraulic power units, lube systems, and components as per the job traveler, procedures, drawings, and verbal instructions.
- Assist/perform field service jobs based on their area of expertise.

- Assist with maintenance inspections of building and equipment, while making necessary repairs.
- Conduct and assist with maintenance inspections of building and equipment and make necessary repairs.
- Assist Service Center Technicians in their daily duties.

General Administrative Responsibilities

- Assist in the development, review, and maintenance of processes, procedures, and guidelines.
- Assist in special projects as assigned by the Production Manager.
- Subject to other duties and/or projects as assigned by CFI Management.

Reviewed and Accepted by:

Employee: _____

Date: _____

Manager: _____

Date: _____