



Job Description

Title: Maintenance Electrician Entry – Level I
Location: Alpena, MI
Supervisor's Title: Maintenance Supervisor

Date: June 1, 2015
Salary grade:
Incumbent:
Department: Maintenance

Position Summary:

This position reports directly to the Electrical / Instrumentation Supervisor. All duties are performed in a work-safe manner; plant safety rules are followed and individual works as a team member. The primary objective of this position is to complete the established educational agenda and training to prepare for a position within the electronics or instrumentation shops.

Key Responsibilities

- Understand and comply with Environmental Health & Safety (EHS) policies to assure that environment, health and safety are the first priority of the business. Actively support key safety initiatives at the facility and assist the department as needed to improve EHS performance and results.
- New individuals in this role will switch between electronics and electric shop for a minimum of 2 years
- Responsible for planning jobs.
- Documents new and existing electrical installations.
- Plans jobs.
- Responsible for mechanical and electrical design and installation.

Results/Accountabilities

- Repairs critical equipment with available parts.
- Installs, repairs and performs preventative maintenance on all equipment as outlined in the maintenance electrician guidelines.

Relationships with Others' Jobs:

- Must be able to work within a team environment as well as independently.
- Must be able to communicate to multiple levels within the organization
- Must be able to train junior employees within the scope of employment

Qualification Profile:

- Must have an Associate's degree in the electrical or electronics field or equivalent training.
- Ability to work independently.
- Must have knowledge to proficiently utilize PC's.
- Good oral and written communication skills.
- Willingness to work overtime and respond to call-in.
- Commitment to further education.

ADA Limitations

While performing the duties of this job the employee must be able to travel through a cement plant, i.e., walk over obstacles, climb stairs and ladders, lift heavy or awkward parts, wear personal protective equipment (hardhat, safety glasses, fall protection, etc.).

Dimensions:

Non-Exempt position - No direct reports -

Number of subordinates = 0