



Job Title:	Control Panel Technician	Level/Salary Range:	
Department/Group:	Operations	Position Type:	Full-time
Report to:	Production Supervisor	Travel Required:	Minimal, if any

Job Summary

Assembly of Electrical Control Panels, Junction Boxes and some wire harnesses from prints. This position is responsible for the physical assembly, wiring and testing of control panels for industrial equipment. The Technician will fabricate controls to print, including layout and physical mounting of components to the back panel, wiring of all components, installation of control panel onto equipment, and testing to ensure proper operation. All duties must be performed in accordance with all company policies and procedures.

Core Competencies

Safety: Keeping safety as the priority when performing all duties.

Willingness to Serve: Able to demonstrate a high level of service delivery to ensure customer satisfaction; properly deal with service failures and prioritize customer needs.

Decision Making and Problem Solving: Able to take action in solving problems while exhibiting judgment and a realistic understanding of issues; able to use reason, even while dealing with potentially emotional topics; review facts and weigh options.

Integrity: Able to be tactful, maintain confidences, and foster an ethical work environment; handle all situations honestly.

Policies, Process and Procedures: Able to act in accordance with established guidelines; follow standard procedures in crisis situations; recognize and constructively conform to unwritten rules or practices.

Quality: Able to maintain high standards despite pressing deadlines; do work right the first time and inspect material for flaws; reinforce excellence as a fundamental priority.

Respect: Able to adapt behavior to others' styles, interact with people who have different values, culture, or backgrounds, be of service to difficult people, optimize the benefits of having a diverse workforce. Able to develop rapport with others and recognize their concerns and feelings; build and maintain long-term associations based on trust; help others.

Team Centered: Able to share due credit with coworkers; display enthusiasm and promote a friendly group working environment; work closely with other departments as necessary; support group decisions and solicit opinions from coworkers; display team spirit.

Communication: Able to clearly present information through the spoken or written word; read and interpret complex information; talk with customers; listen well.

Job Description

ROLE AND RESPONSIBILITIES

- Dimension and layout of back panels and enclosures
- Mounting of components to back panels and enclosures
- Routing and bundling of wire and cables neatly to meet wiring standards
- Point to point wiring of relays, controls, PLCs, I/O Modules, VFDs, Interfaces, & Instrumentation
- Troubleshoot panels as needed to eliminate wiring errors and component malfunctions
- Maintain red line drawing mark-ups of changes required during fabrication
- Communicate red line changes to Engineer or Team Leader for revision prior to completion
- Communicates effectively with all team members, leads, builders, engineers and the Project Manager
- The ability to meet deadlines under pressure
- A high standard of quality and attention to detail.
- Perform other duties as assigned or as needed.

QUALIFICATIONS

- High School Graduate or equivalent.
- Technical school attendance a plus.
- Ability to understand and work from schematics.
- Knowledge of electrical theory and terminology required.



- Ability to communicate effectively, (written and verbally) with peers, management.
- Must be willing to work some overtime if the business need arises.

SKILLS

Required:

- Must be very detailed oriented and strive to achieve high quality results.
- Ability to multitask, prioritize, organize and adhere to written procedures.
- Professionalism, a positive attitude and willingness to work as a team.
- Must be able to simultaneously handle the demands of internal and external customers.

ADDITIONAL NOTES

N/A

Last Updated By:	Alan Binder	Date:	January 15, 2015
Approved By:	Natalie Plate	Date:	January 21, 2015
Employee Name:		Date:	Click here to enter text.
Employee Signature:			