

Job Description		Procedure No.	MFG.JD.002
		Revision	2
		Date	Aug 140, 2020
		Owner/Approver	Torrey Gendron
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Electrical Assembler

DEPARTMENT: Production (Electrical)

ACCOUNTABLE TO: Electrical Supervisor

JOB SUMMARY

The Electrical Assembler is responsible for installing electrical components as per project drawings and specifications and assisting in the wiring of electrical components.

RESPONSIBILITIES/ DAILY TASKS

- Installation of the following based on drawings, specifications and direction from Supervisor/Electrician:
 - Power and control panels
 - System wiring for motor controls and power circuits
- Assist with factory acceptance testing as required
- Keep work areas clean and organize material as necessary
- Identify any quality issues and report them to the Electrician
- Assist in the development of the material selection (Bill of Materials) for wiring between components
- Assist the Electricians or Apprentices as required
- Responsible for performing duties in a safe manner and promoting safety to others in accordance with Newterra's safety policies and procedures. This includes reporting all safety concerns, near-misses and incidents to their Manager
- Adhere to the company processes as detailed in Newterra's Business Management System (BMS) and bring forward ideas for continuous improvement
- Responsible for completing all assigned training applicable to your position in the applicable timeframe.
- Complete all responsibilities while ensuring adherence to Newterra's Delegation of Authority.

QUALIFICATIONS

- Minimum Grade 12 or equivalent
- Wiring experience preferred
- Team-oriented
- Ability to read and interpret engineering drawings an asset
- Ability to work within specified timelines while maintaining focus on quality and safety
- Good time management skills
- Flexibility with working required overtime
- Must have your own tools
- Good organizational skills
- Good troubleshooting skills

HISTORY

Rev	DD/MM/YY	Description	Approved By
0	18/05/18	Initial release	J.Lindsay
1	23/01/19	Updating all job descriptions to include Newterra policies	J McKinnon
2	10/08/2020	Updated Responsibilities/Tasks	J.McKinnon

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