Control Panel Assembler

DEPARTMENT: **Production (Electrical)**

ACCOUNTABLE TO: **Electrical Supervisor**

JOB SUMMARY

The Control Panel Assembler will assemble and wire the system power and control panels as per the project drawings and specifications such that they are ready to be mounted into the Newterra water treatment system.

RESPONSIBILITIES/ DAILY TASKS

- Review the panel drawings for accuracy, work with Engineering and Electricians to resolve any discrepancies or issues and prevent re-occurrence
- Layout components on the back plate to ensure all components fit
- Drill and tap back plate for components
- Mount all components and do all wiring
- Make all labels and put them on the component and wires
- Make cutouts on panel doors and mount components on the panel door and wire
- Work with Purchasing to monitor and maintain inventory of panel miscellaneous components
- Perform final quality inspection on panels
- 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 experience
- Experience in wiring is preferred
- Team oriented
- Customer focused
- Ability to work with specified timelines while maintaining focus on quality and safety
- Ability to read and interpret wiring schematics
- Must have own tools
- Flexibility with working required overtime

HISTORY

Rev	DD/MM/YY	Description	Approved By
0	18/05/18	Initial release	J Lindsay