

JOB DESCRIPTION

Position: Electrical Controls Technician	Effective Date: 12.3.20
Reports To: Department Supervisor	FLSA: Non - Exempt
Department: 1153 - Electrical	Location: CVL CSG

OVERALL JOB PURPOSE:

The technician supports Victory Energy (VEO) by the execution of job requirements to meet schedules and budgets. This includes the construction of control panels and various junction panels along with the installation of instrumentation to meet customer and VEO requirements.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

- Assemble and wire control panels per drawings.
- Run conduit and S.S. tubing as needed.
- Assist in the ordering of parts.
- Assist in keeping inventory of the Panel Shop.

OTHER JOB DUTIES:

- May include testing and calibrating instrumentation and controls.
- May include wiring and installing instrumentation in the shop.
- Provide phone support to VEO customers and personnel in the field as needed.
- Perform other duties as assigned.

ESSENTIAL JOB QUALIFICATIONS:

- Interpret electrical schematics.
- Good written and verbal communication skills.
- Basic Excel and Word skills (Not required but preferred).
- Experience with Burner Management and Combustion Control Systems (Not required but preferred).
- Ability to perform point-point wire testing on control and instrumentation systems.
- Ability to calibrate and test transmitters, positioners, and valves.
- Punctual and motivated individual with an ability to work on a wide variety of industrial controls and instrumentation setups.
- High School Diploma or GED.
- Must have valid driver's license.

GENERAL SKILL REQUIREMENTS:

- Communication – Write clearly, concisely, and persuasively; speak tactfully and convincingly; listen well; share work-related information; be computer literate and capable.
- Problem solving – Able to evaluate situations, review options, and set priorities within scope of authority; must be capable of identifying activities for completing assignments and allocating time/resources.
- Flexibility / Versatility – Accept constructive criticism; able to adapt to changing demands in workload; multi-task and switch focus quickly.
- Initiative – Be self-motivated and complete tasks without supervision; results-oriented; seek self-improvement, enhancement of skills, and professional growth.
- Meeting commitments – Assume total accountability for meeting daily commitments with clear understanding of his/her impact on project schedules.
- Quality of work – Set and maintain high goals and standards for self while understanding and conforming to team standards; achieve a volume of acceptable work within allotted time; work produced is at established standard for thoroughness, accuracy, neatness, and acceptability.
- Professionalism – Must display high level of professionalism in conduct, attitude, and attire appropriate for the work area; able to work with people at all levels; must understand “internal customer” concept.
- Development of Others – Inspire teamwork and high morale; recognize and seek to develop the abilities and skills of peers.

This job description has been reviewed to ensure that essential functions and basic duties have been outlined. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities.

Employee Signature

Date

Printed Name

Supervisor

Date