



JOB DESCRIPTION

Job Title	Department Name	Location/ office	Date Updated
Controls Build Technician	Controls Build		5/17/2011
This position reports to:			

PART A: Major Function Describe the overall purpose and end results of this position.
Electrical Assembly of automated machinery. Control panel assembly and wiring

% Time Spent Total = 100%	PART B: Specific Duties In order of priority, list the essential duties and responsibilities of this position, the percentage of time spent on each, and key performance measures.
Varies	<ol style="list-style-type: none"> 1. Ability to read electrical schematics 2. Layout and wire control back panels 3. Cut out and knockout control cabinets 4. Run rigid conduit and pull wire harnesses 5. Assemble wire way to prints 6. Route cables and tubing on machines 7. Ability to work in confined spaces on the floor and under machines 8. Ability to work at heights up to 30 feet 9. Willing to work overtime up to 60 hrs a week 10. Willing to work weekends including Sundays 11. Willing to travel up to 2 weeks at a time 12. Must be willing to fly 13. Must be willing to travel internationally 14. Must be able to obtain a passport

List Additional Duties/Responsibilities:

1. Other duties as assigned

PART C: Management Ability/ Skills Describe the overall management skills necessary to be successful
List the Titles of This Position's Direct Reports:
Total Direct Reports

Knowledge, Skills and Experience Focus On What A Candidate Knows.

PART C- I: Qualifications

Education /License/ Certification required for this position

2 years associates and or 2 years hands on experience

PART C – II: Qualifications

Experience required for this position

Electrical aptitude, controls build, ability to read blueprints

PART C – III: Qualifications

Skills & Knowledge required for this position:

Computer /
Technical
Skills:

MS Office

PART D – I: ACTION - ORIENTED COMPETENCIES

Competencies focus on how they utilize Skills & Knowledge

List the top 3-5 competencies that are associated with performing at a superior level.

Example: results driven, planning & organizing, delegating, etc.

PART D – II: INTERPERSONAL COMPETENCIES

Competencies focus on how they utilize Skills & Knowledge

List the top 3-5 competencies that are associated with performing at a superior level.

Example: building customer relationships, ethical behavior, strong communication, etc

PART D –III: INTELLECTUAL COMPETENCIES

Competencies focus on how they utilize Skills & Knowledge

List the top 3-5 competencies that are associated with performing at a superior level.

Example: analyzing problems, thinking creatively, developing strategies, etc.

SOCIAL SKILLS	<i>For this specific job list the level of social skill required to be successful.</i>
The capability of an individual to work effectively with others while driving business goals and objectives is called social skills or emotional intelligence. There are four main fundamental characteristics of social skills.	H - High M - Medium L - Low
SOCIAL INTELLIGENCE: understanding methods of influencing perceptions and behaviors of others	M
SELF - CONTROL: being able to control our emotions and actions especially under stress.	H
SELF- AWARENESS: Monitoring how our actions affect the behavior of others	M
SENSITIVITY TO OTHERS: showing concern toward the needs and feelings of others	H

This job description does not guarantee an employee's job position, or constitute a contract of employment. Calvary Automation reserves the right to change an employee's job position or this job description at any time, for any reason, and with or without notice. Further, this job description does not alter the employee's status as an at-will employee, which allows the employee or Calvary Automation to terminate the employment relationship at any time, for any reason, and with or without notice.

ADA Requirements: To comply with the Americans with Disabilities Act of 1990 (ADA), which prohibits discrimination against qualified individuals on the basis of disability, it is necessary to specify the physical, mental and environmental conditions of the Essential Duties of the Job.

Use these codes to complete this section: "F" for frequently; "O" for occasionally; "N" for never.

<u>PHYSICAL</u>	<u>MENTAL</u>	<u>ENVIRONMENTAL</u>
<p>the job the employee must:</p> <p>Bend [] Sit [] Squat [] Stand [] Crawl [] Walk [] Climb [] Push/Pull [] Kneel [] Handle objects (manual dexterity) [] Reach above shoulder level [] Use fine finger movements [] Other: []</p> <p>Must carry/lift loads of: Light (up to 25 lbs.) [] Moderate (25-50 lbs.) [] Heavy (over 50 lbs.) []</p>	<p>On the job the employee must be able to:</p> <p>Read/Comprehend [] Write [] Perform calculations [] Communicate orally [] Reason and analyze [] Other: []</p>	<p>On the job the employee:</p> <p>Is exposed to excessive noise [] Is around moving machinery [] Is exposed to marked changes in temperature and/or humidity [] Is exposed to dust, fumes, gases, radiation, microwave (circle) [] Drives motorized equipment [] Works in confined quarters [] Other: []</p>