

SUN STAR ELECTRIC, INC.

JOB DESCRIPTION

Job Title: Mechanic

Department: Mechanical

Exempt Non-Exempt

Job Reports To: Mechanical Operator Supervisor

Job Summary:

Follows Supervisor instructions to teardown/assemble motors and prepare parts for production in an effective and efficient manner. Includes safety, maintenance, quality, and time management. The functions of a Mechanic will be performed under little or no supervision in a timely manner and with good quality.

Major Responsibilities/Activities:

Typical tasks performed include a combination of the following:

- Analyzes all required blueprints, drawings, work orders and sketches to assemble and install desired product or part. Can detect errors and correct through proper departmental channels.
- Reports to Supervisor any safety issues: equipment, workplace, etc.
- Checks all structural components prior to installation to prevent damage.
- Knowledge of submersible motor repair and modifications.
- Working knowledge of configuration and special instructions prior to installation.
- Complete knowledge of all related skill area machines, equipment, and hand tools.
- Ability to operate all required equipment.
- Teardown of repair motors
- Performs inspections of motors.
- Prepares reports.
- Clean parts.
- Run various testing.
- Assembly and re-assembly of new and repair motors
- Receive motor components after teardown: mark, separate and store in an organized manner.
- Maintain all storage areas in an organized and clean manner.
- Pull and deliver components to other depts. as required.
- Prepare motor components for reassembly including but not limited to blasting, cleaning, and filing, chasing threads, stripping, and painting.
- Work with other depts. through Supervisor to blast sub-assemblies, such as cores and flanges.
- Prepares and cleans parts to obtain necessary condition for rebuilding motors.
- Use Epicor MES daily and correctly.
- Participate and Maintain 5S housekeeping standards.
- Comply with all safety policies and procedures of Sun-Star Electric, Inc.

Minimum requirements:

Education: High School diploma or equivalent

Experience: Minimum two (2) years related mechanical experience or have demonstrated knowledge, skills and abilities to perform the above-mentioned tasks.

Special Skills: Must have or be willing to purchase basic set of mechanic's tools.
Basic computer literacy

Licenses/Certifications:

Essential Mental Functions:

- Ability to deal with problems involving a few concrete variables in standardized situations.
- Good command of the English language.
- Must be able to read and understand instructions.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to communicate in clear and concise manner with all levels of employees in the organization.
- Ability to handle stress of job: meeting deadlines, working with others, multi-tasking, etc.
- Ability to collaborate and work well with others (co-workers, customers, vendors)

Essential Physical Functions:

- See attached Physical Job Requirements
- Work in a shop environment subject to noise, moving parts, dust, fumes, hot temperature in the summer and cold temperatures in the winter.

Equipment Used:

- Forklift, overhead hoist (crane), stator bake ovens,
- Measuring instruments: calipers, micrometers, etc. Electrical test equipment: test panel, megger, hi-pot, surge tester. Hand grinder & polisher, bench grinder, weld cleaner. Hand tools: hammers, wrenches, etc. Solder gun, air heat gun.

Additional Comments:

- Will be required to perform other duties as requested, directed, or assigned.
- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice. Nothing in this job description restricts management's rights to assign or reassign duties and responsibilities to this job at any time.

Approved By: _____

Date: _____

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee: _____

Date: _____

PHYSICAL REQUIREMENTS

JOB TITLE: MECHANIC, MECHANICAL DEPARTMENT

In a normal work day, the employee may:

ACTIVITY	0%	1-3 HRS / 1-33%	3-5HRS / 34-66%	6-10HRS / 67-100%	
STAND/WALK				X	
SIT		X			
DRIVE	X				
USE OF HANDS:					
*SIMPLE GRASPING			X		
*FIRM GRASPING			X		
*FINE MANIPULATING			X		
BEND			X		
SQUAT			X		
CLIMB		X			
TWIST BODY			X		
PUSH			X		
PULL			X		
BALANCE			X		
KNEEL		X			
CRAWL		X			
GRASP				X	
REACH			X		
LIFT:					
*MINIMUM			25LB		
*MAXIMUM			50LB		
STRESS LEVEL			X		