

SUN STAR ELECTRIC, INC.
JOB DESCRIPTION

Job Title: MOTOR WINDER
Department: Winding Room
 Exempt Non-Exempt
Job Reports To: Winding Room Manager

Job Summary:

Performs all aspects of the motor winding function, i.e., safety, quality and time management. Performs typical winding operations to support the assembly process

Major Responsibilities/Activities:

Typical tasks performed include a combination of the following:

- Comply with safe working practices within section:
 - Worker safety
 - Process safety
 - Equipment safety
- Reports to Supervisor any safety issues: equipment, workplace, etc.
- Accomplish winding preparation:
 - Interpretation of Winding Data sheets
 - Interpretation of Job Travelers
 - Inspection of Stator for winding
 - Preparation of insulation materials
 - Inspect wire for winding of motor coils
 - Cleanliness of work area
- Accomplish motor windings:
 - Installation of insulation
 - Installation of motor coils
 - Installation of sticks, wedges, etc., as required
 - Lacing/tying of windings
 - Pre-testing of windings if required
 - Cleanliness of work area
- Accomplish connections of motor windings:
 - Inspection & preparation of motor leads
 - Pre-testing of connection if required
 - Preparation of connections
 - Installation of motor leads
 - Lacing/tying of motor lead connections
 - Testing of windings as required
 - Final Inspection Reports
 - Cleanliness of work area
- Accomplish cable splicing as required:
 - Cable preparation
 - Conductor splicing
 - Insulating/sealing of splice joint per specification
 - Cleanliness of work area
- Operate Test Equipment as required:
 - Meg Test
 - Hi-Pot
 - Surge Tester (Scope)

- Ohmmeter
- Ammeter
- Motor Test Panel
- Is attentive to high quality performance of all tasks.
- Detailed oriented.
- Observes and reports any issues pertaining to conditions and safe operation of equipment, tools and environment to Supervisor/Manager.
- Use Epicor MES
- Attention to detail while performing testing
- Attention to detail when completing reports to ensure quality information
- Participates and Maintains 5S housekeeping standards

Minimum requirements:

Education: High School graduate or GED

Experience:

Special Skills: Ability to work with hands. Basic computer literacy.

Licenses/Certifications:

Essential Mental Functions:

- Must have good command of the English language, both written and spoken.
- Ability to read and interpret documents such as safety roles, operating and maintenance instructions, and procedure manuals.
- Ability to communicate effectively
- 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 and 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:

- Voltage panel box, Creaser, Hoist, Table cutter, Measuring tape, Grinder, Band saw, Hand grinder, Coil machine, Electric wire stripper, Air gun, Electric equipment: megger, hi-pot, surge test. Scale, Forklift, Tools: hammers, crescents, etc.

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: MOTOR WINDER

In a normal work day, the employee may:

ACTIVITY	0%	1-3 HRS / 1-33%	3-5HRS / 34-66%	6-10HRS / 67-100%	
VISION				X	
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		1LB			
*MAXIMUM		50LB			
STRESS LEVEL			X		