

Position Description



Position	Maintenance Electrician	Effective Date	April 2023
Location	Loudon, Tennessee		
Reports To:	Maintenance Manager		
Status	Hourly/Non-Exempt		

Position Summary

Conducts, maintains, tests and repairs electrical/electronic, mechanical, hydraulic, and pneumatic systems and components. Applies knowledge of electrical/electronic and mechanical principles in determining equipment malfunctions and applies skills in restoring equipment to operation. Provides skilled mechanical and electrical/electronic support to support the achievement of the site's business goals and objectives.

Essential Tasks and Responsibilities

- Performs highly diversified duties to install and maintain production machines and the plant's facility's equipment.
- Plan, layout, install and repair a wide variety of complex electrical equipment including automatic machine and process controls, control centers and panels, relays, circuit breakers, electronic controls, and other equipment involving PLC, Computer interfaces, etc.
- Installs, starts up and shuts down equipment in accordance with Company safety procedures for machines activation and shutdown and in compliance with OSHA requirements.
- Advises operators and line mechanics of operation procedures and requirements for working safely with electrical/electronic and mechanical equipment and controls.
- Provide emergency/unscheduled repairs of production equipment during production and performs scheduled maintenance repairs of production equipment during machine service periods.
- Diagnose problems, replace or repair parts, detect and replace defective control modules, test and make adjustments.
- Perform regular preventive maintenance on machines and plant facilities including lighting systems, generators, etc.
- Read and interpret equipment manuals and work orders to perform required maintenance and service.
- Perform regular preventative maintenance on machines, equipment, and plant facilities.
- Use a variety of hand and power tools, electric meters, and material handling equipment in performance duties.
- Detect faulty operations, defective material, and report those and any unusual situations to manager.
- Comply with safety regulations (OSHA and Company) and maintain clean and orderly work areas.
- Perform all other duties as assigned or needed.

Position Requirements

Minimum Qualifications:

- Requires a high school diploma/GED and completion of a craft apprenticeship, or an equivalent number of years of education and production maintenance experience.
- An AA degree in electrical, or industrial maintenance a plus.
- 3+ years of manufacturing experience desired.
- Must be highly motivated and able to work independently.
- Must be able to work on high platforms as necessary.
- Must be willing to be on call due to 24/7 nature of operations.
- Must be able to lift and move objects up to 50 pounds consistently with heavier weights as necessary at times.

Preferred Qualifications

- Certification from a trade school, community college, or maintenance apprenticeship
- 2+ years of industry experience in the tile flooring industry

Position Description



- Previous mechanical experience

Physical Requirements

- Must have the ability to stand for extended periods of time
- Must be able to bend, stoop, squat, grasp and reach frequently.
- Must be able to climb stairs and ladders repeatedly, and work on elevated platforms.
- Must be able to work in industrial environment with elevated noise levels, dust, dirt, humidity and temperature variations.
- Engage in full manual dexterity in both hands and wrists

Other Requirements

- Must be able to understand and interpret written material, including technical material, instructions, charts, graphs, or tables.
- Must be able to evaluate and solve production problems with equipment.
- Must be able to communicate effectively with all levels of management, supervisors and associates.
- Must be able to comply with all plant policies and procedures.
- Ability to work independently and follow written instructions.

Safety Responsibility

- Must be knowledgeable, adhere to, and enforce stated safety policies and procedures and all safe lab practices.
- Incorporate and maintain safe behavior into all activities and consistently comply with all established safety and health policies and procedures.
- Always wear proper Personal Protective Equipment (PPE) required for a task.
- Immediately report any and all quality, safety, or mechanical issues to the supervisor on duty.
- Practice good housekeeping and keep work areas clean.
- Always use proper lifting techniques.
- Report any injuries to your supervisor immediately.
- Observe all plant policies including but not limited to cutting policy, speed limit policy, and tobacco use policy.

Work Environment:

- Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee may be exposed to weather conditions.
- The noise level in the work environment is usually moderate to loud.

****This job description is not all-inclusive. It acts as a guideline and is subject to change over time. Additional duties may be assigned based on business needs. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, or disability status****