



Girtz Industries  
 5262 N. East Shafer Drive  
 Monticello, IN 47960  
 574-278-7510

<b>Job Title:</b>	Electrician	<b>Job Category:</b>	Hourly
<b>Department/Group:</b>	Production	<b>Reports to:</b>	Production Group Leader
<b>Location:</b>	Monticello, Indiana	<b>Travel Required:</b>	
<b>Level/Salary Range:</b>		<b>Position Type:</b>	Full time - on site
<b>HR Contact:</b>	Colleen Westfall	<b>Date posted:</b>	
<b>Will Train Applicant(s):</b>	YES	<b>Posting Expires:</b>	

**Applications Accepted By:**

**E-mail:**

cwestfall@girtz.com

**Mail:**

Girtz Industries  
 c/o Colleen Westfall  
 5262 N. East Shafer Drive  
 Monticello, IN 47960

**Job Description**

**Job Purpose:** Installs and repairs wiring, electrical fixtures, apparatus, and control equipment as necessary for power module units.

**Job Requirements:**

- Associate's degree from 2-year college or technical school or 6 months to 1 year related experience and / or training or the equivalent combination of education and experience.
- Ability to read and comprehend simple instructions, short correspondence and memos.
- Ability to write simple correspondence.
- Ability to effectively present information in one-on-one and small group situations to customers, clients and other employees of the organization.
- Ability to read tape measure, prints and electrical schematics.
- Ability to add and subtract two-digit numbers and to multiply and divide with 10s and 100s.
- Ability to apply common sense understanding to carry out detailed but simple written or oral instructions.
- Will be regularly required to stand, walk, use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; talk or hear.
- The employee is occasionally required to sit.
- The employee must regularly lift and / or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- The work environment noise level is usually moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The foregoing work environment characteristics are representative of those an employee encounters



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<p>while performing the essential functions of this job. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.</p> <ul style="list-style-type: none"> <li>Reliable and predictable attendance required.</li> </ul> <p><b>Certificates, Licenses, Registrations:</b></p> <ul style="list-style-type: none"> <li>Licensed electrician not a requirement, but a plus.</li> </ul> <p><b>Job duties:</b></p> <ul style="list-style-type: none"> <li>This job has no supervisory responsibilities.</li> <li>Measures, cuts, bends, threads, assembles, and installs electrical conduit.</li> <li>Pulls wires through conduit.</li> <li>Splices wires by stripping insulation from terminal leads, twisting or soldering wires together, and applying tape or terminal caps.</li> <li>Connects wiring to lighting fixtures and power equipment.</li> <li>Installs control and distribution apparatus such as switches, relays, and circuit-breaker panels.</li> <li>Connects power cables to equipment, such as electric range or motor, and installs grounding leads.</li> <li>Tests continuity of circuit to ensure electrical compatibility and safety of components with testing instruments such as ohmmeter, battery and buzzer, and oscilloscope.</li> <li>Observes functioning of installed equipment or system to detect hazards and need for adjustments, relocation or replacement.</li> <li>Repairs faulty equipment or systems.</li> <li>Troubleshoot and test electrical and electronic components.</li> <li>Performs other duties as assigned.</li> </ul>			
<b>Approved By:</b>	Mark Woods	<b>Date:</b>	10/25/2018