

Job Description

ASSEMBLY TECHNICIAN

Mission Statement

To be a prominent provider of high-quality, precision-engineered transformers and rewind services. To accomplish our mission by being focused on craftsmanship and design, committed to satisfying all of our customers' requirements and dedicated to providing our employees with meaningful long-term employment thus providing our stockholders with revenue growth and a maximum rate of return

Safety First – Quality Always

As is expected of all SGB-USA Employees, the incumbent understands the importance of Safety and Quality in the workplace. When appropriate the individual identifies and communicates the need for improvements in practices which will ensure the very highest level of Safety and Quality at SGB-USA.

Job Goal

Perform the job tasks associated with the assembly and installation of cast coil transformers.

Minimum Qualifications:

- Able to read, write and understand English.
- Able to read, understand, and interpret blueprints, drawings, sketches, specifications, and bill of materials. Including terms and abbreviations as required completing work assignments.
- Good mathematical skills.
- Capable of training to operate the overhead-crane and understand and utilize safe slinging and rigging practices.
- Capable of training to operate forklifts, pallet jacks, and other material handling equipment.
- Good communication skills and ability to work in a team environment.
- Demonstrated mechanical ability.
- Able to use tape measures and work in both metric and imperial dimensions.
- Full knowledge of hand and power tools use.
- Ability to recognize and resolve problems related to basic assembly tasks.

Duties and Responsibilities:

- **Assembly:** Assembly of cast resin transformers while ensuring adherence to all drawings and work instructions.
- **Receiving Materials:** Offload trucks using forklift and pallet jacks. Submit pack list and/or shipping documents to receiving clerk.
- **Warehousing of Materials:** Place all received items in an organized and controlled fashion in the warehouse or other storage area using forklifts, pallet jack, etc.
- **Release material from Warehouse:** Transfer materials from the warehouse to manufacturing using forklifts/pallet jacks. Complete all paperwork necessary to release materials from inventory to work in progress.
- **Assembly of Cast Resin Transformers:** Disassembly of core frame and removal of top yoke material. Placement of HV coils, barrier cylinder, and LV coils. Replacement of top yoke material. Masking and painting of top yoke. Reinstallation of core frame. Installation of LV & HV bus and connection bars and associated parts. Installation and wiring of RTD's for thermal monitoring. Recording of all activities on appropriate quality and production logs.
- **Assist with Electrical Testing:** Using the overhead crane, move transformers in and out of test area as directed. Assist test personnel with making electrical connections for testing.
- **Final Assembly and Inspection:** Install arresters and tie-Attach labels and nameplates to the test transformer. Ensure that all connections are tightened (torqued) to the specified values. Visually inspect transformer for defects and compliance to all paperwork/specifications. Record production and quality data on appropriate logs.
- **Shipping:** Prepare all transformers for shipment to customer. Load transformers onto trucks using overhead crane or fork truck. Fill in all shipping paperwork and forward to the office.
- **Cleanliness:** Keep work area clean and organized at all times. This includes (but not limited to) sweeping, wiping down surfaces, emptying garbage cans, etc.
- **Training:** assist, and mentor new employees.
- **Ad hoc:** Other duties and functions as assigned by management.

Materials:

- Adhesives, paint, labels, tape, nuts, bolts, washers, copper bus bar, small gauge wire, and core steel.

Tools and Equipment:

- Manual and mechanical measuring devices, various hand (screwdrivers, hammers, wrenches, ratchets, torque wrenches, etc.) and power tools (impact wrenches, grinders, drills, etc.), slings, overhead cranes, and forklifts.
- Oxy\Acetylene brazing torch.

Working Conditions:

- Occasional climbing, lifting, bending, and carrying light to moderate loads (<=50 lbs.)
- Some exposure to fumes, primarily from paint and adhesives.
- Frequently required to work at heights of less than or equal to 3 feet for long periods of time, primarily on work platforms, occasionally on step ladders.
- Shift work
- Potential travel

Reports to: Manufacturing Team Leader

Note: This job description is not all inclusive. Employee may perform other related duties as requested to meet the ongoing needs of the organization

Revised: 01/19/2017