



Weldon Solutions

September 23, 2021

Position Description

No. 1.2019

Position: **Electro/ Mechanical Technician**

Exempt: Non-exempt: X

Supercedes: None

XXX

Date of Hire: xx xx, xxxx

1.0 JOB DESCRIPTION SUMMARY

The basic function of the Electro/Mechanical Technician is to assemble and build the company's CNC grinders and automation within the established quality standards and schedule. This position is also responsible to perform various assigned customer service tasks including troubleshooting and repair of customer machines.

2.0 POSITION QUALIFICATIONS

The person in this position must have high electrical, mechanical aptitude and strong mathematical skills. He or she must be disciplined, goal oriented and capable of performing high quality work with a minimum of supervision. Must be team oriented and be able to work within schedules and budgets without sacrificing quality. He or she must be capable to communicate effectively with customers, in person and by telephone, and other employees at all levels of the company.

3.0 REQUIREMENTS

To perform this job successfully, an individual must be able to perform all areas outlined for this position in a satisfactory manner. The items listed below are representative of the skills, knowledge and /or abilities necessary to meet the minimum job requirements. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

3.1 Education

Required: High School Diploma with additional technical training.

Preferred: Same as required

3.2 Licensing / Registration / Certification

Required: Valid driver's license.

Preferred: Same as required.

3.3 Experience

Required: At least 3 years' experience in mechanical and electrical assembly of machine tools, automation or related equipment, to include repair, maintenance and troubleshooting.

Preferred: Same as required with additional experience working with electrical systems and with PMC/PLC diagnostics tools (ladder, diagnostics, trace function, etc) and an understanding of ladder editing

3.4 Skills / Knowledge / Abilities



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- 3.4.1** Must have the ability to understand, assemble and troubleshoot the company's products, with training.
 - 3.4.2** Must be able to read engineering drawings and visualize the completed assembly.
 - 3.4.3** Must be able to effectively use general-purpose mechanical and electronic inspection and measuring equipment.
 - 3.4.4** Must have the ability to understand, and wire the company's products, with training.
 - 3.4.5** Must be able to read electrical drawings and visualize the completed assembly.
 - 3.4.6** Must have the ability to read and wire from electrical schematics.
 - 3.4.7** Must have the knowledge and ability to properly size electrical components such as starters and wire gauge.
 - 3.4.8** Must be able to understand Fanuc CNC/Robot programs and operate the company's products, with training.
 - 3.4.9** Must have the ability to understand and interpret ladder logic, with training.
 - 3.4.10** Must understand the grinding/automation process in order to be able to troubleshoot process problems, with training
 - 3.4.11** Must be able to communicate effectively with customers and employees at all levels of the company.
 - 3.4.12** Must be able to operate a gas powered forklift.
- 3.5 Physical**
- 3.5.1 Body Positions**
Sitting, walking, standing for extended periods.
 - 3.5.2 Body Movements**
Must have a full range of body movements including the use of hands and fingers, bending, squatting, crouching and reaching over head. Must have the ability to climb in and out of machines that the company produces and to lift 75 pounds. Must have the agility to negotiate somewhat congested assembly areas.
 - 3.5.3 Senses**
Must have the full use of eyes, including close vision, the ability to adjust focus and the ability to see and differentiate colors, shades of colors and patterns.
- 3.6 Mental**
- 3.6.1 Mathematics**



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Must be able to understand and perform the mathematics necessary to assemble complex machine tools. This includes knowledge of the specialized calculations necessary to assemble a finished product built to specifications from the basic components.

3.6.2 Language

English proficiency, both verbally and in writing, to communicate effectively with customers and other employees.

3.7 Working Conditions

Work will be done primarily in the climate-controlled shop and at customer locations. Out of town travel, both within the U.S. and other countries) for several days at a time is expected, requiring air travel and driving by automobile. Travel may be required on short notice.

Forty hour workweeks are normally expected during the week, with additional hours required as the workload and customer schedules dictate. Substantial overtime hours may be required.

4.0 REPORTING RELATIONSHIPS

The Mechanical Assembler reports directly to the Production Manager and the Customer Service Manager while performing service work at customers facilities..

5.0 ACCOUNTABILITY

Accountability

The Elctro/Mechanical Technician is directly accountable to the Production Manager for the accomplishment of all responsibilities and duties assigned.

PERFORMANCE EVALUATION

Evaluation of the Electro/Mechanical Technician's performance will be made by the Production Manager once each year based on the responsibilities, duties, and other performance criteria outlined below. Rating will be on a scale of 1 to 5, with 1 representing the poorest performance and 5 representing excellent performance. A tally and total performance score is provided as part of the Evaluation Report.

6.0 RESPONSIBILITIES AND DUTIES

The primary responsibilities of the Mechanical Assembler consist of, but are not limited to the following:

Performance



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Rating

6.1	Build assigned subassemblies, consisting of precision components, per the applicable drawings and assembly instructions.	
6.2	As assigned assemble and plumb hydraulic and pneumatic systems, per the applicable drawings and assembly instructions.	
6.3	Recognize inconsistencies or assembly problems inherent in the drawings. Resolve those problems with the appropriate engineer, while keeping the Production Manager informed.	
6.4	Perform all inspection procedures, in accordance with established procedure, using the appropriate inspection equipment. Properly document the inspections in the appropriate inspection book	
6.5	Troubleshoot and repair machines that do not meet tolerance standards during the assembly process. This includes tearing down and reassembling machines or components.	
6.6	Move materials and parts, as necessary, from inventory and around the shop floor. Ensure that all parts taken from inventory are properly recorded, in accordance with established procedure.	
6.7	Build and wire equipment electrical panels and subassemblies per the applicable electrical schematics and electrical instructions.	
6.8	Perform initial startup of machines/robots, including the setting of various switch types (pressure, limit, photo switches, etc.)	
6.9	As required, assist the Applications Engineer to set up machines for runoffs or customer demonstrations.	
6.10	As required assist the Electrical Engineer with final machine startup, check off lists and backups.	
6.11	Work with other assigned personnel to prepare machines for shipment.	
6.12	When assigned, perform the following customer service tasks, in accordance with established procedures.	
	6.12.1 Provide and document effective customer telephone support, in a timely manner, as requested by the Customer Service Manager.	
	6.12.2 Troubleshoot machine problems at the customer's location, determine and implement solutions, and document the problem and results. This includes troubleshooting machine controls, simple programming and changing parameters.	



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<p>6.12.3 Maintain effective communications with the Customer Service Manager to solve problems and convey technical information and customer information.</p>	
<p>6.12.4 Accurately keep track of parts used while performing service work.</p>	
<p>6.12.5 Promptly complete all service and expense reports in a timely, neat and legible fashion.</p>	
<p>6.13 Complete all work within the established schedule and in accordance with the customer's specifications.</p>	
<p>6.14 Work diligently to increase the skill level in all aspects of the assembly process, including increasing the pace of work, while maintaining quality.</p>	
<p>6.15 Work with other employees, as appropriate, and/or as assigned by the Production Manager, by training them to perform specific tasks and to recognize more productive methods of performing assembly tasks.</p>	
<p>6.16 Ensure that all duties and tasks, including the operation of the forklift and other equipment, are performed in a safe manner at all times.</p>	
<p>6.17 Keep the immediate work area neat and clean at all times. Work with the other shop employees to ensure the shop area is clean and safe at all times.</p>	
<p>6.18 Actively participate in the weekly Assembly Department production meeting to ensure that regular and open communication takes place regarding the Assembly Department operations.</p>	
<p>6.19 Perform all other duties deemed appropriate by the Production Manager.</p>	
<p>7.0 OTHER PERFORMANCE CRITERIA</p>	
<p>7.1 Planning and time utilities</p>	
<p>7.1.1 Consistently show the ability to recognize and deal with priorities.</p>	
<p>7.1.2 Make the best use of time to complete projects and duties on schedule.</p>	
<p>7.2 Initiative</p>	
<p>7.2.1 Recognize the strengths & the areas that need development in his or her area of responsibility; take action to augment one and offset or correct the other.</p>	
<p>7.2.2 Recognize and perform tasks that need to be completed, even though they may not be directly assigned; works well as a team member.</p>	



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7.3 Attendance and reliability	
7.3.1 Do not abuse ability to take unscheduled time off when necessary.	
7.3.2 Be punctual at all times.	
7.3.3 Complete all obligations; do what has been committed.	
7.3.4 Safeguard and protect all company assets in his or her care.	
7.3.5 Maintain a well-groomed, professional appearance appropriate for the position and situation.	
7.4 Judgement and decision-making	
7.4.1 Make decisions in a timely manner.	
7.4.2 Take all opinions and suggestions under advisement before making decisions of major proportion, while assuming full weight of the decisions themselves.	
7.4.3 Demonstrate good judgment in safeguarding customer, company, vendor, and employee information.	
7.4.4 Demonstrate good judgement in investigating and solving problems.	
7.5 Relationships with others	
7.5.1 Maintain a cooperative working relationship with customers, vendors and all other company employees.	
7.5.2 Handle difficult situations tactfully.	

EVALUATION REPORT

The Performance Evaluation process includes the evaluation of each responsibility/duty/task on a line by line basis. This is where specific areas of achievement or concern can best be identified and addressed. This then allows for benchmarks for future performance and plans for growth in the strengths identified and for improvement of the weaknesses identified. The appropriate evaluation is not complete, however, until the areas of improvement have been identified and the methodology for achieving the desired improvements has been agreed. Comments below are documentation of that agreement.

Total Score

(Divided by)

Total Possible Score

190

=

% Average Performance Rating

86% -100% Superior



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76% - 85%	Very Good
60% - 75%	Satisfactory
45% - 59%	Sub-Standard
Below 44%	Unacceptable

COMMENTS AND RECOMMENDATIONS

Areas of Achievement and Strength:

Areas That Need Improvement:

What Must be Done to Improve:

Employee Comments:

Mechanical Assembler

Date

Production Manager

Date



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ACCEPTANCE and ACKNOWLEDGEMENT

I have reviewed and understand the above position description and believe it to be accurate and complete.

I also agree that the Production Manager retains the right to change this position description at any time and will provide me with written revisions and addendum prior to the installation of the new requirements.

I will also be provided a copy of an Employee Handbook, detailing other requirements and responsibilities, in addition to those stated in this document. I also understand that, although there are items which can be delegated to other employees, I am fully accountable for assuring that these items are carried out as required, and that the functional role of Mechanical Assembler cannot be delegated to another member of the team.

I acknowledge that I will be evaluated once each year with respect to any overall performance. I also acknowledge the following criteria for evaluation:



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86% -100%	Superior
76% - 85%	Very Good
60% - 75%	Satisfactory
45% - 59%	Sub-Standard
Below 44%	Unacceptable

Therefore the undersigned is in common agreement that on the functional role of Mechanical Assembler, including additional assigned duties and the requirements and authorities assessed therein; that compensation has been fully disclosed; and that there exists no other agreements attached to the acceptance of this agreement.

Mechanical Assembler

Date

Production Manager

Date



Summary of Benefits

This a list of the major benefits offered by Weldon Solutions.

1. Health Insurance: QHDHP with pre-tax HSA (Health Savings Account) or PPO 4000/0/30 through Capital Blue Cross. Coverage for spouse and dependent children.
2. Dental Insurance: Delta Dental
3. Short & Long Term Disability Insurance: Company paid.
4. Life Insurance: Equal to one time the employee's salary, company paid
5. 10 paid holidays
6. Paid Vacation
7. 401k Plan
8. Employee Stock Ownership Plan
9. Tuition Reimbursement Program
10. Profit Sharing Plan