



JOB DESCRIPTION

Job Title: Maintenance Electrician

Classification: Non-Exempt

Department: Maintenance

Reports To: Maintenance Supervisor

Date: 10/12/2018

Overview

Superior Fibers, LLC is the leading innovator in glass filament media located in Reedsville, West Virginia and has manufactured there since 1978. The company manufactures fiberglass for the filtration, daylighting and composites markets and exports globally.

Summary

The Maintenance Electrician position is a valuable part of our production team, ensuring our production equipment is properly maintained and functioning at peak efficiency. Although the primary function is electrical in nature this position will also be involved in all aspects of maintaining the production equipment. Candidates must have a strong electrical background (education/training and/or experience) and have demonstrated ability to learn new things. Ideal candidate would also have experience with PLC'S. On the job training will also be available for this employee working with our experienced maintenance staff.

The Superior Fibers manufacturing plant operates 24 hours per day with a schedule of 4 days on and 4 days off. It is a locked schedule of either 6:00am to 6:00pm or 6:00pm to 6:00am. Some maintenance personnel work a lock shift of 7:00 AM to 3:00 PM (8 hours) Monday through Friday.

The starting wage for this position is \$20.00 per hour with an increase to the wage rate of \$21.00 per hour upon successful completion of a 90 day probationary period. (This rate is negotiable depending on the experience level of the candidate). Superior Fibers also offers shift differential payment for those working night-shift. Overtime of one and one-half times rate of pay for all hours worked over 40 hours in a workweek (opportunities available on a weekly basis). Additionally we offer a comprehensive benefits package including medical, dental, vision, 401k, incentive programs, disability programs, and life insurance upon completion of the 90 day probationary period.

Employees are required to pass a pre-employment drug screen and are required to comply with a drug-free workplace.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Ensure the production requirements and standards are met consistently
2. Make every effort to increase productivity and efficiency without compromising quality
3. Operate machinery correctly and maintain it with care
4. Report any machinery issues to management
5. Work cooperatively with the production team to meet quotas and goals
6. Maintain a clean and safe work area
7. Observe all safety guidelines and report safety concerns to management
8. Follow all written and verbal instructions
9. Attend all safety and production trainings
10. Demonstrate a positive and professional attitude
11. Able to work overtime as needed, including nights and weekends

Competencies

1. Flexible schedule and willingness to work shifts
2. Must be available for nights and weekend/occasional overtime
3. Basic math, reading, and writing skills for reading and understanding production documents and safety manuals
4. Physically capable of manual labor that includes lifting, bending, and reaching with ability to lift 50 lbs. on an intermittent basis
5. Able to work 12 hour shifts standing
6. Reliable and punctual

7. Positive attitude and willingness to work as part of a team

Supervisory Responsibility

This position has no direct supervisory responsibilities.

Work Environment

The manufacturing production environment will include extreme cold and heat, working near moving mechanical equipment such as forklifts, exposure to fumes or airborne particles. Noise level in the work environment is usually moderate but can be loud when in the forming area.

Other Duties

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 are subject to change.