



## Job Description

**Job Title:** Electronics Technician  
**Department:** (027) Maintenance  
**Location:** (37) Insteel Wire Products, Houston, Texas  
**Reports To:** Maintenance Manger

### SUMMARY

Installs, maintains, troubleshoots, and repairs electrical and mechanical systems, apparatus, and electrical/electronic and mechanical components of industrial machinery and equipment. Provides technical support for all maintenance personnel. Works daily to ensure assigned areas of responsibility are working at risk lowered to As Low As Reasonably Achievable (ALARA) specifically in an effort to achieve ZERO HARM so no injuries, illness or negative impact occurs to employees, property, the environment or the community.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

**Carries out responsibilities in accordance with the organization's policies and applicable laws.**

Other duties may be assigned.

Provides technical support to Maintenance Department on all electrical/electronic matters: (75%)

- Directs, tests, and diagnoses malfunctioning apparatus such as Programmable Logic Control Programs, DC drives, AC drives, and motors.
- Directs and assists in the repair and replacement of malfunctioning apparatus listed above as required.
- Creates and maintains electrical drawings and schematics.
- Plans layout and functions of controls, wiring, plumbing, systems and power distribution.
- Provides support for special projects including, but not limited to, component selection, controls recommendations, vendor recommendations and installation.
- Requisitions tools, parts and equipment as directed.
- Inspects completed work for conformance to drawings, specifications and safety.

Responds to calls for assistance when needed. Maintains maintenance documentation: (20%)

- Maintains proper logs and records on all equipment.
- Maintains time and maintenance records as required.
- Provides technical support in the selection of components for upgrades.
- Routinely schedules and provides training to electrical personnel.
- May be required to assist other plants and accompany Engineering group to resolve issues.
- Assists Information Services Department and outside personnel as required.
- Will be required to assist with other maintenance related tasks to support reliable operations.

Stays current on developments in the industrial electronics field through continuing education. (5%)

- Initiates and suggest plans to improve electrical equipment performance.
- Provides training recommendations for self and maintenance personnel to Maintenance Supervisor and General Manager.

### **SUPERVISORY RESPONSIBILITIES**

May fulfill some supervisory duties as needed.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

### **EDUCATION and/or EXPERIENCE**

The education requirements and experience requirement listed here indicate the minimum basic educational knowledge and the time required by a normal qualified person to perform the job duties of the position.

#### **Education:**

- Broad technical training (high school plus 1 to 3 years apprenticeship/applied trades training), 2-year degree preferred.
- Training generally applicable to Electronics Technology or Industrial Electronics
- Working knowledge of AC and DC drives, control PLC Logic
- Computer skills including Windows 10

#### **Experience:**

A minimum of 6 years work-related experience is required.

An equivalent combination of education and work-related experience may be acceptable.

### **COMPLEXITY OF DUTIES**

Diversified duties involving an intensive knowledge of a restricted field and a wide range of procedures. Requires judgment in the analysis of facts and circumstances surrounding individual problems and in the determination of action to be taken within the limits of standard or accepted practice.

### **CONFIDENTIAL DATA**

Works with some confidential data where the effect of any disclosure would probably be negligible.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

None

### **PHYSICAL DEMANDS**

The physical demands 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.

**Frequent (30-70%):**

Stand

Walk and move around

Use hands to feel, touch, grasp or grip tools, objects, or handles

Reach overhead with hands and arms

Bend, stoop, kneel, crouch, or crawl

Talk or hear (normal or corrected)

Rotate body from a standing position

Lift, carry, push or pull more than 60 pounds with mechanical assistance as needed

**Occasional (Up to 30%):**

Sit

Climb or balance

Rotate body from a sitting position

Lift, carry, push or pull more than 100 plus pounds with mechanical assistance as needed

Vision requirements of the job include:

Near acuity

Far acuity

Distinguish color

Peripheral vision

Depth perception

Ability to adjust focus

The use of mechanical controls includes:

Buttons

Levers

Pedals

Knobs

Cranks

**EQUIPMENT USED****Frequent (30-70%):**

Hand tools

Machinery such as electronic equipment

Testing devices such as oscilloscope, meters, frequency generator

Measuring devices such as oscilloscope, meters

**Occasional (Up to 30%):**

Calculator

Vehicles/heavy equipment such as forklift

Computer

Routine office equipment such as telephone, fax, copier, printer, etc.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential function of this job. The employee is responsible for

minimizing accidents within the facility and for following established safety policies and procedures during performance of this job.

Somewhat undesirable working conditions

**Frequent (30-70%):**

Moving or dangerous machinery  
Vapors, odors, fumes, gases  
Chemicals (toxic or caustic)  
Dust  
Dirt  
Oil, grease, solvents  
Electrical shock hazard  
Loud noise

**Occasional (Up to 30%):**

Wet and/or humid conditions  
Work at heights  
Outside weather conditions  
Heat (non-weather)  
Explosive or incendiary danger  
Slippery floors, ramps, etc.  
Vibration  
Travel

**REQUIRED PROTECTIVE CLOTHING/DEVICES**

**Continuous (More than 70%):**

Earplugs  
Safety goggles/glasses  
Safety shoes

**Occasional (Up to 30%):**

Aprons  
Masks  
Respirators  
Harness  
Gloves