

**MIDWEST SERVICE CENTER L.L.C.**  
**Hourly Job Description**

<b>Position Title:</b>	<b>Repair Technician C – Electrical</b>	<b>Department:</b>	<b>Production</b>
<b>Reports To:</b>	<b>Production Manager</b>	<b>FLSA Status:</b>	<b>Hourly/Non-Exempt</b>
<b>Date Created:</b>	<b>05/01/94</b>	<b>Labor Grade:</b>	<b>2</b>
<b>Revision Number:</b>	<b>2</b>	<b>Revision Date:</b>	<b>09/01/05</b>

---

**A. PURPOSE OF POSITION**

To perform a variety of simple winding and connecting skills on random wound electrical apparatus following standard methods and procedures.

**B. DUTIES AND RESPONSIBILITIES**

**In addition to functions performed by the Utility Person, perform the following:**

1. Receive and interpret oral/written instructions from supervisor(s) and/or assigned personnel.
2. To assess tooling needs and prepare requisitions to obtain materials and equipment necessary to complete work.
3. Take measurements/fabricate insulating materials.
4. Conduct filing and grinding as well as functions necessary to prepare the core for winding.
5. Perform basic winding operation according to datasheets/established procedures, i.e., insulation techniques, winding, connecting and shaping coils to maintain proper clearances. Engage in soldering/brazing to complete connections.
6. Repair winding/leads and engage connection functions.
7. Engage in in-processing testing.
8. Balance rotating equipment.
9. Maintain a neat and orderly work area.
10. Abide by all safety/environmental regulations.
11. May be assigned to field to support service work as required. Must be nuclear ready.
12. Perform other functions as necessary.

**Midwest Service Center L.L.C. Hourly Job Description**

**Position Title: Repair Technician C - Electrical**

**Page 2 of 3**

**C. CONTACTS**

1. Daily contact with supervisor(s) and/or assigned personnel. Little contact with customers or outside vendors.

**D. EQUIPMENT USED**

1. Grinders, files, slot cells, filler strips, ties, wedges, phase insulation, various hand tools, presses, etc. Other/personal hand tools as required.

**E. EDUCATIONAL REQUIREMENTS**

1. Education: High school graduate or recognized equivalent
2. Specialized training: Experience with coil winding or related activities.

**F. EXPERIENCE REQUIREMENTS**

1. Must have at least two (2) years experience as a utility person or recognized equivalent. Must possess hand tools required to perform the position's essential functions.
2. Must have a valid driver's license and the appropriate state mandated minimum automobile insurance requirements.

**G. DIRECTION RECEIVED**

1. Procedures are established for normal work assignments. Interpret written/oral instructions given by supervisor(s) or assigned personnel, to carry out assigned duties, but seeks advice when needed. Instructions/guidance provided for new or non-standard assignments.

**H. DIRECTION GIVEN**

1. Provide instruction and guidance to lower graded and new employees as needed.

**Midwest Service Center L.L.C. Hourly Job Description**  
**Position Title: Repair Technician C - Electrical**  
**Page 3 of 3**

---

Approvals:

President \_\_\_\_\_

Date \_\_\_\_\_

Production Manager \_\_\_\_\_

Date \_\_\_\_\_