

Job Description

Assembler- Louisville

Mission Statement	Safety First – Quality Always
<p>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</p>	<p>As is expected of all OTC Services 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 OTC Services</p>
<p style="text-align: center;">Job Goal</p> <p>Perform various manufacturing duties and interpret engineering drawings to assemble coils in an efficient and safe manner. A quality product and clean work environment are of the utmost importance.</p>	

Tasks:

- Perform incoming inspection of transformer as required.
- Perform incoming teardown and inspection of core and coil assembly.
- Prepare components for storage.
- Load coils onto core and yoke core form, or stack shell form.
- Repair, stack, and re-insulate cores as required.
- Conduct phase assembly of shell form packages.
- Perform jacking of core and coil assembly at various stages.
- Manufacture core blocking and insulation.
- Install units in oven or vacuum tank for processing
- Clean and install or fabricate new structure.
- Clean and install de-energized tap changers.
- Cable and connect leads as required by engineering (crimping).

Skills and Attributes:

- Customer Focus – Act with a customer / supplier outlook, demand the best quality of your internal supplier and provide only best quality to your customers whether internal or external.
- Teamwork – Able to work effectively in a team environment in order to achieve a common goal
- Time Management – Manage one's own time to meet deadlines with efficiencies
- Critical Thinking – Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems
- Detail Oriented – Able to recognize and follow through with important detail in work assignments
- Writing – Communicate effectively in writing.
- Mathematics – Use mathematics to solve problems and prepare requested reports
- Information Ordering – Able to arrange things or actions in the most efficient order

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, primarily on work platforms, occasionally on step ladders.
- Shift work.

Qualifications:

- High school diploma or GED required.
- 2 years of manufacturing experience required; transformer manufacturing experience preferred.

Reports to: Assembly Supervisor

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: 2/17/17