

## Job Description

### Winder - 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;"><b>Job Goal</b></p> <p><b>Perform all welding, cutting and fabrication requirements necessary in an efficient and safe manner. Excellent knowledge of compressed gasses is necessary. Safety is of the utmost importance due to the hot work associated with this position.</b></p>	

#### Tasks:

- Setup winding mandrels by building forms
- Interpret engineering drawings and instructions.
- Wind coils per engineering instructions.
- Braze connections as required by engineering instructions.
- Hand taping of all exposed conductor according to engineering instructions.
- Create crossovers as required by engineering instructions.
- Modify stock materials within tolerances according to engineering instructions.
- Perform and verify all work accordance with manufacturing methods (checklists)
- Prepare and size coils
- Use tow-motor, coil up-ender, coil press and overhead crane as required for job duties.
- Maintain extremely clean winding facilities and equipment.

#### 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.

#### Qualifications:

- High School diploma or GED required; Welding certification preferred
- 1 year of manufacturing experience required; transformer manufacturing experience preferred.

#### Working Conditions:

- Climbing, lifting, bending, kneeling, crawling, and carrying light to moderate loads ( $\leq 50$  lbs.)
- Required to work at heights for long periods of time utilizing ladders, platforms, and lifts.
- Pushing and Pulling Carts.
- Frequently working alone.

#### Reports to: Winding 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: 02/20/17