



# Collins & Jewell Company

**INDUSTRIAL INSTALLERS / CUSTOM FABRICATORS**

*A Proud Connecticut Corporation For More Than 60 Years*

5 Rachel Drive  
Bozrah, CT 06334  
Ph. 860-887-8813  
Fax 860-886-5359  
www.collins-jewell.com

**Job Title:** Electrician  
**Department:** Road Crew  
**Reports To:** Project Manager  
**FLSA Status:** Non-exempt  
**Labor Grade:** #4

## **Company Profile and Mission:**

Collins & Jewell Co., Inc is an Industrial Installation and Custom Steel Fabrication company which provides the Manufacturing and Processing Industries with the latest mechanical services. Our professionally trained staff can cover the complete spectrum of Industrial Installation and Custom Fabrication manufacturing projects ranging from mechanical, electrical, and project management needs for any scale project large or small. This is done through our high caliber responsive team of experienced professionals who employ integrity, honesty, and ingenuity. Our commitment is to deliver the highest quality, the latest technology, and unmatched flexibility which will enable us to exceed our customers' expectations.

Our mission is to pride ourselves in our ability to meet the needs of our growing list of customers and welcome the opportunity to face special challenges head-on while maintaining a strict standard of cost-effectiveness and timeliness.

## **Summary of Position:**

Assemble, install, test, and maintain electrical or electronic wiring, equipment, appliances, and fixtures, using hand tools, power tools and necessary equipment to safely perform job requirements.

**Job Requirements** include but not limited to the following. Other duties may be assigned per the direction of the Project Manager.

## **Essential Duties and Responsibilities**

- Attend work on the schedule established by the employer and without excessive absenteeism.
- Knowledge of Basic Hand Tools; Tape Measures, Squares, Levels, Drills, Clamps, Hammers, etc
- Diagnose malfunctioning systems and components, using test equipment and hand tools, to locate the cause of a breakdown and correct the problem.
- Connect wires to circuit breakers, transformers, or other components.
- Inspect electrical systems, equipment, and components to identify hazards, defects, and the need for adjustment or repair, and to ensure compliance with codes.
- Advise management on whether continued operation of equipment could be hazardous. Test electrical systems and continuity of circuits in electrical wiring, equipment, and fixtures, using testing devices

such as ohmmeters, voltmeters, and oscilloscopes, to ensure compatibility and safety of system. Maintain current electrician's license or identification card to meet governmental regulations.

- Plan layout and installation of electrical wiring, equipment and fixtures, based on job specifications and local codes.
- Prepare sketches or follow blueprints to determine the location of wiring and equipment and to ensure conformance to building and safety codes.
- Install ground leads and connect power cables to equipment, such as motors.
- Work from ladders, scaffolds, and roofs to install, maintain or repair electrical wiring, equipment, and fixtures.
- Place conduit (pipes or tubing) inside designated partitions, walls, or other concealed areas, and pull insulated wires or cables through the conduit to complete circuits between boxes.
- Construct and fabricate parts, using hand tools and specifications.
- Fasten small metal or plastic boxes to walls to house electrical switches or outlets.
- Follow safe work practice when moving materials by using the proper equipment
- Watches out for the Safety of Co-workers
- Proper use of Personal Protective Equipment (PPE)
- Takes Direction from Project Managers without exception (Maintains a Positive Attitude)
- Maintains order and cleanliness of shop area
- Checks own Work and meets Quality Requirements
- Takes initiative to improve skills and become more diversified
- E1 License is a plus but not required.

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

### **Education and/or Experience:**

High school diploma or general education degree (GED), and/or 12 months experience.

### **Specialized Knowledge and Skills:**

- **Language Skills:** Ability to read and interpret documents such as blueprints, safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to communicate effectively with supervisor and other employees of organization.
- **Mathematical Skills:** Ability to calculate figures and amounts such as proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry. All applications necessary to adequately perform required tasks.
- **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- **Certificates, Licenses, Registrations:** E1, E2 or equivalent work experience

### **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.

While performing this job, the employee is constantly required to stand; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to walk and stoop, kneel, crouch, or crawl. The employee is occasionally required to climb or balance.

The employee must occasionally lift and/or move up to 50 pounds. The employee must occasionally push and/or pull a maximum force of 200 lbs. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. Close mental and visual applications required to interpret drawing, layout and plan work. Good judgment in determining best method and procedure to be followed. Able to work on jobs while applying safety rules at all times.

### **Quality Characteristics:**

The individual for this position must be an energetic person who interacts well with a diverse staff and client base. This person will be highly motivated, proactive, and able to work independently. The candidate for this position will feel comfortable taking the initiative in system development, problem solving, internal and external office communications as well as be flexible and accommodating in adapting to shifting priorities. A professional work ethic, positive attitude, and the openness to new challenges will be a required attribute for this position. This person will demonstrate their ability regarding, attention to detail, organization, and a creative problem solver. The candidate for this position will maintain composure and enjoy working in an evolving environment proving ambitions of self-improvement and the willingness to cross train in responsibilities of other departments.

### **Evaluation Criteria:**

- Adherence to Company Policy
- Safety
- Flexibility
- Attitude, Conduct, Representation & Interpersonal Relationships
- Organization
- Productivity & Quality
- Dependability & Independence
- Creativity & Initiative
- Knowledge of Job
- Proper use of Tools & Equipment

### **Benefits:**

- Medical Benefits (To include; Vision, Dental, Short Term Disability)
- Retirement Plan (401K)
- Paid Vacations
- Paid Holidays
- Employee Uniforms
- Equal Opportunity Employer

Collins & Jewell is an Equal Opportunity Employer

