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# Example of Electrical Maintenance Job Description

Our innovative and growing company is looking for an electrical maintenance. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for electrical maintenance

* Position is primarily responsible for advanced work assignments associated with daily maintenance of production equipment
* Secondary responsibilities include equipment installation and participation as a member of the Plant Emergency Response Team
* Develop maintenance plans and work packets at an appropriate level of detail considering the size, complexity, and criticality of the job
* Places high priority on environmental equipment and systems maintenance to assure compliance with environmental permits and procedures
* Follow-up on job packages to ensure they are correct and organized to execute as described by the work order
* Diagnostic and Remedial Work/Operations in the event of equipment failure / power outages in systems using relevant Engineering Drawings, Vendor Manuals and other Data to assist with corrective action
* Regularly makes use of Production, Operating and Start-up Manuals (POSM) for relevant systems
* Carry out Emergency duties as required Fire team or Lifeboat Coxswain
* Carry out repairs to all types of plant and equipment in a safe, timely and professional manner
* Assist in the development of planned preventative maintenance schedules (PPM)

## Qualifications for electrical maintenance

* Maintain equipment in assigned area of responsibility to maximize uptime
* Candidates with PLC backgrounds are preferred
* Must sign a six year commitment agreement which represents 4 years until top rate is achieved, and an additional 2 years working independently in the assigned location
* Must be willing and able to work rotating shifts and required overtime
* Candidates must submit a resume, and copy of their transcript
* C&G inspection, testing & certification of electrical installation (C&G 2391-10)