



Full Service Metal Fabrication

Production Support

Non-exempt

Reports to: Production Manager

Supervise: N/A

Objectives

Responsible for various operations to manufacture products to customer specifications; such as saws, punch, grinding/deburring, drill and assembly

Essential Tasks

- Interpret blue prints and drawings to perform proper operations
- Select proper machine and make proper set-ups for operations
- Inspect parts visually throughout process
- Record completed operations on proper forms
- Ability to frequently lift up to 50 pounds
- Ability to frequently stand and walk while performing duties

Other Tasks

- Communicate any problems/concerns with customer jobs/work area to supervisor
- Perform basic maintenance on assigned machines/work area
- Maintain clean work area
- Ability to pass forklift and overhead crane certification
- Other duties as assigned

Knowledge/ Skills / Abilities

- Fabrication operations and equipment
- Troubleshooting and process improvement
- Reading blue prints and schematics
- Follow safety procedures
- Machine maintenance
- Organize jobs and area of work
- Follow inspection procedures
- Communicate with fellow employees and supervisor
- Use simple math to perform basic calculations
- Use basic hand held measuring tools
- General Windows Office Applications

Educational and Experience Requirements

- High school diploma or GED.
- Experience in fabricating or related industry preferred

Signature _____

Date _____

Last Updated 05/31/2013

*this job description is not designed to cover the full competency of the job role