

DEPARTMENT: Turret Press Operator (037) DATE: December 2012

POSITION TITLE: Fabricator I, II, III, IV

ACCOUNTABLE TO: Manager, Supervisor, Leadperson

PRIMARY OBJECTIVE: Function within the Fabrication department to produce parts to customer specifications in a safe and timely manner.

- Level I Perform basic operations such as cycling machine and removing parts under close supervision with detailed instructions.
- Level II Operate all fabricating equipment including forming operations or complex specifications without supervision.
- Level III Set up, operate and train employees on all equipment including difficult forming operations or complex specifications without supervision.
- Level IV Initiate, act or lead individuals or groups in process improvement and waste reduction projects using research data and analytical tools.

Tasks:

- Work safely, promote safety and abide by all safety rules. (All)
- Simultaneously operate manual and automatic equipment (Level II, III, IV)
- Position, align, or secure workpieces against fixtures, jigs or stops on machine beds, dies or work table. (Level II, III, IV)
- Read and understand prints, job cards and work instructions to determine specifications, locations of product features, dimensions and tolerances. (All)
- Install, align, and lock specified punches, dies, or other fixtures in rams or beds of machines, using gauges, templates, feelers, shims, and hand tools. (Level III, IV)
- Understand customer prints –dimensions, features, written notes, etc. (All)
- Measure completed workpieces to verify conformance to specifications, using micrometers, gauges, calipers, templates, or rulers. (All)
- Notifies supervisor of parts or assemblies not meeting specifications. Provides feedback to supervisor, Engineering as to fit, tolerance, appearance or questionable procedures and practices. (All)
- Trains personnel as assigned in all areas of accountability. (Level III, IV)
- Communicates technical, production, quality, safety and inventory concerns to the appropriate resource. (All)
- Actively initiate and conduct problem solving to affect productivity and quality improvements. (Level III, IV)
- Complete routine paper work, including Inspection records, check sheets and Quality non-conformance tags. (All)
- Consistently produce defect free product through assigned operations at a production rate acceptable to meeting customer price objectives. (All)

- Performs other duties as assigned.

Qualifications:

- Education: Prefer High School diploma or General Education Degree (GED) with minimum one year work related experience or training or equivalent combination.
- Knowledge of basic arithmetic. (All)
- Knowledge of basic algebra and geometry (Level III, IV)
- Production and processing knowledge pertaining to raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture of product. (Level III, IV)
- Knowledge principles involved in resource allocation, production methods, and coordination of people and resources. (Level IV)
- Mechanical aptitude concerning machines and tools, including their design, use, repair, and maintenance. (Level III, IV)
- English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar. (All)

Skills:

- Able to conduct inspection of products to evaluate conformance to quality, appearance or performance standards. (All)
- Troubleshoot problems by determining the cause(s) of operating errors and deciding proper course of action to remedy the problem. (Level III, IV)
- Accurately and efficiently setup fixtures, dies, holding systems and ejection equipment. (Level II,III, IV)
- Efficiently operate and monitor multiple pieces of equipment. (Level III, IV)
- Actively listen to others, giving full attention to what others are saying, taking time to understand the points being made, asking questions as appropriate. (All)
- Instruct, teach and check for understanding when teaching others how to perform task. (Level III, IV)
- Perform routine maintenance on equipment and determine when and what kind of maintenance is needed. (Level III, IV)
- Determine the kind of tools and equipment needed to do a job and select equipment accordingly. (Level II, III, IV)
- Reading Comprehension — Understanding written sentences and paragraphs in work related documents. (All)

Abilities:

- Precision control demonstrated by the ability to quickly and repeatedly adjust the controls of a machine to exact positions. (Level III, IV)
- Manual Dexterity verified by the ability to quickly move the hand, the hand together with the arm, or both hands to grasp, manipulate, or place objects in position. (All)
- Be able to visualize how something will look after it is moved around or when its parts are moved or rearranged. (Level II,III, IV)
- The ability to see details at close range (within a few feet of the observer). (All)
- The ability to make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects. (All)
- The ability to read and understand information and ideas presented in writing. (All)
- Dexterity demonstrated by the ability to make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or place objects. (All)

- Sensitivity to a potential problem including the ability to tell when something is wrong or is likely to go wrong. (Level II, III, IV)
- Ability to analyze performance data, determine root cause solutions, determine and initiate efficient process flow. (Level III, IV)

Physical Requirements:

- Primary working position is with arms extended in front of the body with upper body bent forward.
- 95% of the job requires standing and moving around the equipment. 5% of the job requires assuming awkward positions including kneeling, squatting or reaching.
- Material movement requires lifting, carrying, twisting/reaching, pushing and pulling.
- The lifting range is from floor level to 64”.
- Must be able to lift up to 40 lbs. with 90% of items weighing between 5 and 30 lbs. Lifting aids are available for items weighing over 40 lbs.

Environmental Exposure:

- Oil
- Grease
- Noise to 88 Dbl

Print Reading Level:

- Intermediate to Expert blueprint reading, with an understanding of dimensional tolerancing.

Personal Tools Required: (to be purchased after probation period)

- See the Manufacturing Manager or Human Resources for the list of tools required.

I have received and reviewed the Fabricator job description. To the best of my ability, I am able to perform the tasks of Level _____.

Signature

Date