



Sheet Metal Fabricator – 2nd shift Level 4-6

Department: Manufacturing

FLSA Status: Non-Exempt

Grade/Level: Employee Development Program

Work Schedule: Monday - Thursday

2nd shift: 4:15 pm – 2:45 am
Some scheduled Fridays

Job Status: Full Time

Reports To: Sheet Metal Group Leader

Amount of Travel Required: None

Positions Supervised: This position assists and reports to the Sheet Metal Group Leader in the oversight of performance management, administration of the Employee Development Program, appraisal writing and assisting with HR issues.

POSITION SUMMARY

Oversee workflow through fabrication area and move/assist resources as needed

ESSENTIAL FUNCTIONS

- Work cooperatively with coworkers
- Meet attendance expectations
- Practice “Lean” processes
- Participate and help others participate in the Jøtul Idea System
- In support of/assist Sheet Metal Group leader:
 - With Payroll related tasks
 - Writing EDP bi-yearly appraisals
 - 1 on 1 meetings, discipline etc.
 - Record material usage daily and convey information to vendor to keep inventory stocked
- Work with production planning and manufacturing supervision to schedule workflow through the area along with resource allocation
- Run Change Point Board meetings
- Set-up and run production equipment as needed
- Interface with engineering to optimize N/C programs, tooling and purchasing for supplies procurement
- Attends and participates in morning production meeting
- Perform other duties as assigned

POSITION QUALIFICATIONS

Competency Statement(s)

- Accountability - Ability to accept responsibility and account for his/her actions.
- Adaptability - Ability to adapt to change in the workplace.
- Coaching and Development - Ability to provide guidance and feedback to help others strengthen specific knowledge/skill areas.
- Communication (written and verbal) - Ability to communicate effectively with others using spoken and written word.
- Conceptual Thinking - Ability to think in terms of abstract ideas.



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- Customer Oriented - Ability to take care of the customers' needs while following company procedures.
- Delegating Responsibility - Ability to allocate authority and/or task responsibility to appropriate people.
- Judgment - The ability to formulate a sound decision using the available information.
- Relationship Building - Ability to effectively build relationships with customers and co-workers.
- Resilient - Ability to recover from, or adjust to, misfortune or setbacks.

Education

High School Degree or General Education Degree (GED)

Experience

Skilled in the use of common sheet metal measuring devices

Ability to interpret blueprints

Skilled at problem solving

Computer Skills

Experience with Microsoft Word, Excel, Outlook

Certificates & Licenses

Willing, if necessary, to obtain Fork Truck License

PHYSICAL DEMANDS

Physical Abilities

Stand	F (Frequently)	10 lbs or less	F (Frequently)
Walk	F (Frequently)	11-20 lbs	O (Occasionally)
Sit	F (Frequently)	21-55 lbs	O (Occasionally)
Handling / Fingering	C (Constantly)	56-100 lbs	N (Not Applicable)
Reach Outward	C (Constantly)	Over 100 lbs	N (Not Applicable)
Reach Above Shoulder	O (Occasionally)		
Climb	N (Not Applicable)	12 lbs or less	F (Frequently)
Crawl	N (Not Applicable)	13-25 lbs	O (Occasionally)
Squat or Kneel	O (Occasionally)	26-40 lbs	O (Occasionally)
Bend	O (Occasionally)	41-100 lbs	O (Occasionally)

Lift /Carry

Push/Pull

- N (Not Applicable)** Activity is not applicable to this occupation.
- O (Occasionally)** Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
- F (Frequently)** Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
- C (Constantly)** Occupation requires this activity more than 66% of the time (5.5+ hrs/day)



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Other Physical Requirements

Vision (Near, Distance)

Sense of Sound (85 decibels)

Sense of Touch

Ability to wear Personal Protective Equipment (PPE) (Ex. Steel toe shoes, safety glasses, hearing protection)

WORK ENVIRONMENT

This position works mostly in a warehouse setting where temperatures seasonally can reach 90 - 100 degrees Fahrenheit.

Employee Signature _____ Date _____

Manager Signature _____ Date _____

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.