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## Summary

### Job Title

Fabrication Assistant/Shop Helper

### Department

Fabrication

The **Fabrication Assistant/Shop Helper** position is responsible for safely and efficiently assisting everyone in the fabrication shop. Tasks would include everything from loading and running a CNC machine, to deburring, grinding, and part cleaning. Some other tasks could include helping with preparing parts for primer and paint, helping the shipping and receiving department pack parts for shipments, shoveling snow, sweeping the floors, and taking out the garbage. This position will require a very well-rounded, energetic individual.

**Reports To:** VP of Fabrication

### Responsibilities & Authorities:

- Ensures projects are completed on time and to specifications.
- Performs additional duties as assigned.
- Cross-trains to assist in operating a variety of production equipment.
- Works with others as part of a high-performance team.
- Accepts and applies on-the-job training to advance professional skill level.
- Enjoys working on challenging projects on a daily basis.
- Maintains a favorable working relationship with coworkers to promote a cooperative climate conducive to maximum productivity, efficiency, and effectiveness
- Communicates relevant information and concerns positively and effectively to others in a timely manner

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## Key Responsibilities

### RESULTS

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<b>Safety &amp; Organization</b>	<b>50%</b>
<ul style="list-style-type: none"> <li>• Follows and complies with all safety and company work rules and regulations, including DOT/FAA Drug and Alcohol Testing Policies.</li> <li>• Maintains safe work habits and adheres to correct use of proper personal protective equipment.</li> <li>• Safety training has been completed in accordance with company requirements.</li> <li>• Maintains an awareness of safety-sensitive work and surroundings. Responsible to identify potential and actual hazards and mitigate damage to persons and property.</li> <li>• Responsible to maintain detailed descriptions in time tracking software and appropriately track times.</li> <li>• Adheres to attendance requirements and time-off request notices.</li> <li>• Takes good care of the equipment under their responsibility and performs any necessary preventive maintenance on schedule.</li> <li>• Identifies the most efficient way to safely complete assigned tasks according to team production schedule.</li> <li>• Maintains safe, clean, and orderly conditions in assigned work area</li> </ul>	
<b>Quality</b>	<b>50%</b>
<ul style="list-style-type: none"> <li>• Works efficiently and independently with minimal supervision within defined quality standards to ensure timely completion of projects.</li> <li>• Effectively and proficiently adapts to changing tasks and project requirements.</li> <li>• Seeks out opportunities to build new skills. Develops good work habits to ensure a high quality of work is accomplished.</li> <li>• Identifies and suggests ways for the company to improve the efficiency and quality of production.</li> <li>• Supports continuous improvements and efforts to make positive changes in the organization. Effectively participates in the implementation of these efforts.</li> </ul>	
<b>Total</b>	<b>100%</b>
<b>CORE VALUES</b>	
<b>Teamwork</b>	<b>20%</b>
<ul style="list-style-type: none"> <li>• Places the importance of the team's common goals above their individual achievement</li> <li>• Contributes to an environment of free flowing communication that helps us collaborate</li> <li>• Works well with others and supports the people on their team</li> </ul>	
<b>Integrity</b>	<b>20%</b>
<ul style="list-style-type: none"> <li>• Does the right thing, even when no one is looking</li> <li>• Honors commitments and accepts responsibility for their actions</li> <li>• Demonstrates personal accountability to co-workers by fulfilling their role on the team</li> </ul>	
<b>Excitement</b>	<b>20%</b>
<ul style="list-style-type: none"> <li>• Displays energy, passion, and enthusiasm for their work</li> <li>• Shows a strong desire to learn new things and improve their professional skill set</li> <li>• Seeks out and uses new technology or ideas to improve the effectiveness of their work</li> </ul>	
<b>Stewardship</b>	<b>20%</b>
<ul style="list-style-type: none"> <li>• Embraces a responsibility to preserve history, honor veterans, and serve our community</li> <li>• Completes work in a responsive manner to ensure our customers receive reliable and dependable services</li> <li>• Focuses on customer-oriented actions that will build strong, long-term relationships</li> </ul>	
<b>Quality</b>	<b>20%</b>
<ul style="list-style-type: none"> <li>• Does their part to maintain world class craftsmanship and service for our customers</li> <li>• Does not cut corners or take shortcuts; completes the job right the first time</li> <li>• Takes pride in their work and holds themselves to a very high standard of performance</li> </ul>	
<b>Total</b>	<b>100%</b>

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## Requirements

### **Qualifications:**

- No experience necessary - must be willing to work hard and train.
- Be able to read, write, and speak English clearly.
- Effective and appropriate oral and written communication skills.
- Proficient at all aspects of operating relevant equipment.
- Ability to repeatedly and frequently lift 50+ pounds.
- Ability to solve practical problems and make decisions within a set of guidelines.
- Ability to read and understand required internal manufacturing paperwork.
- Ability to work under limited supervision using standardized practices and/or procedures
- Must have manual dexterity and physical strength necessary to operate equipment.
- Maintain a positive image for the company.
- Ability to stand/bend the entire shift.