



JOB DESCRIPTION
Sheet metal - Worker, Grade 2-Trainee

REPORTS TO: Fabrication Supervisor

POSITION TYPE: Full-Time

JOB FUNCTION:

Performs any combination of tasks to assist workers engaged in fabrication of metal products. Loads, stocks, unloads and moves or relocates all items as directed. Performs tasks as assigned which also include removing vinyl from metal, using Timesaver machine and deburring parts. Lifts, positions and moves or relocates items as directed.

QUALIFICATIONS:

A. Education / Experience

1. High School diploma or general education degree (GED); or equivalent combination of education and experience.
2. One year experience.

B. Specific Job Knowledge

1. Understands NuAire's manufacturing processes in the fabrication area.
2. Familiar with most shop routing as they pertain to the position.

DESCRIPTION OF RESPONSIBILITIES:

A. Duties

1. Assists workers with their assigned tasks.
2. Read and interpret some standard mechanical drawings.
3. Deburrs metal parts.

B. Equipment Used

1. Timesaver machine
2. Deburr machine
3. Hand deburr tools
4. Pallet mule
5. Miscellaneous sheet metal hand tools

C. Responsibility

1. Work with an average amount of supervision.
2. Record time on job assignments.
3. Complete job assignments on time.
4. Follow all safety rules; including using all recommended personal protection equipment.
5. Performs in-process part inspection.
6. Performs preventative maintenance of equipment.
7. Regular attendance and punctuality.

ESSENTIAL FUNCTIONS:

A. Mathematical Skills

1. Ability to add and subtract using whole numbers, common fractions and decimals.
2. Ability to read and interpret a tape measure.

B. Reasoning Ability

1. Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.
2. Ability to deal with problems involving a few concrete variables in standardized situations.



C. Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is regularly required to stand, sit and move around and use hands to finger, handle or feel objects, tools or controls.
2. The employee is required to lift material on an average of 20-75 pounds.
3. The employee is frequently required to talk and hear.
4. The employee is frequently required to reach with hands and arms, bend forward and crouch.
5. The employee is frequently required to flex extending the elbow and wrist.

Employee Name (Print)

Date

Employee Signature

Date